

6-2004

College of Dental Medicine Student Handbook June 2004

Nova Southeastern University

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Student Handbook

College of Dental Medicine
Predoctoral Program
June 2004



Nova Southeastern University

Student Handbook

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees.

Policies and programs set forth in this handbook are effective through the academic year 2004–2005. Changes in the content of the *Student Handbook* may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This *Student Handbook* supercedes all previous handbooks, documents, and directives where they may be in conflict. The *Student Handbook* is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

The university recognizes that individual programs require different times for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks carry this information. Students should refer to their individual program or center's catalog and/or student handbook for further information about academic programs, policies, and procedures.

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Message from the President



Nova Southeastern University is Florida's largest independent university based on enrollment and the 10th largest independent institution in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that is entering its fifth decade.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 23,000 students enrolled in 16 academic centers, with programs offered in 24 states and many foreign countries. The university boasts more than 76,000 alumni.

The university's sustained growth is due in large part to its exploration of alternative strategies in educating professionals and its commitment to excellence in academics, clinical

training, community service, and well-rounded opportunities for all students. The essence of NSU is collaboration at all levels and with diverse partners.

As you pursue your studies at Nova Southeastern University, you are welcomed as a member of the university community. Along with your membership to the university community comes many rights and responsibilities. This *Student Handbook* outlines these rights and responsibilities, university policies and procedures, and university resources.

We look forward to a lifelong partnership with you, our student. The entire NSU community is dedicated to providing service and academic excellence to you as you continue on the road to graduation and your success in the new millennium.

Ray Ferrero, Jr.
President

**Overview of
Nova Southeastern University**



Overview of Nova Southeastern University

Mission Statement

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high-quality educational programs of distinction from preschool through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The university fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.

University Administrators

Ray Ferrero, Jr., J.D.—President

Frederick Lippman, R.Ph., Ed.D.—Chancellor, Health Professions Division

George L. Hanbury II, Ph.D.—Executive Vice President for Administration

Irving Rosenbaum, D.P.A.—Vice Chancellor and Provost of the Health Professions Division

Joel S. Berman, J.D.—Vice President for Legal Affairs

Ronald J. Chenail, Ph.D.—Assistant to the President for Academic Affairs

David Dawson, B.B.A.—Executive Director of University Relations

Thomas E. Dieters, M.P.A.—Executive Director of Development

Sharon D. Fredda, M.S.—Executive Director of Human Resources

W. David Heron, M.B.A., CPA—Vice President for Finance

Peggy Loewy-Wellisch, M.S.—Executive Director of Student Financial Services and Registration

John Losak, Ph.D.—Vice President for Research and Planning

Virginia McLain, M.S.—Associate Vice President for Information Technologies

Deo Nellis, Ed.D.—Executive Director of Student Educational Centers

Robert S. Oller, D.O.—CEO of NSU Health Clinics

Christopher Ott, B.S./HRM—Executive Director of Business Services

Donald E. Riggs, M.L.S., Ed.D.—Vice President for Information Services and University Librarian

John J. Santulli II, M.B.A.—Associate Vice President for Facilities Management

Brad A. Williams, Ed.D.—Dean of Student Affairs

Council of Deans

Jerome Chermak, Ed.D.—University School

Richard E. Davis, Ed.D.—Health Professions Division, College of Allied Health and Nursing

Lisa M. Deziel-Evans, Pharm.D.—(interim dean) Health Professions Division, College of Pharmacy

Richard E. Dodge, Ph.D.—Oceanographic Center
 Joseph D. Harbaugh, LL.M.—Shepard Broad Law Center
 Harold E. Laubach, Ph.D.—Health Professions Division, College of Medical Sciences
 Ronald F. Levant, Ed.D.—Center for Psychological Studies
 Edward Lieblein, Ph.D.—Graduate School of Computer and Information Sciences
 David S. Loshin, O.D., Ph.D.—Health Professions Division, College of Optometry
 Wendy Masi, Ph.D.—Mailman Segal Institute for Early Childhood Studies
 Randolph A. Pohlman, Ph.D.—H. Wayne Huizenga School of Business and Entrepreneurship
 Don Rosenblum, Ph.D.—(interim dean) Farquhar College of Arts and Sciences
 Anthony J. Silvagni, D.O., Pharm.D.—Health Professions Division, College of Osteopathic Medicine
 H. Wells Singleton, Ph.D.—Fischler Graduate School of Education and Human Services
 Robert Uchin, D.D.S.—Health Professions Division, College of Dental Medicine
 Honggang Yang, Ph.D.—Graduate School of Humanities and Social Sciences

Centers, Colleges, and Schools

- Center for Psychological Studies, (954) 262-5750
- College of Allied Health and Nursing, (954) 262-1205
- College of Dental Medicine, (954) 262-7319
- College of Medical Sciences, (954) 262-1301
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- Farquhar College of Arts and Sciences, (954) 262-8000
- Fischler Graduate School of Education and Human Services, (954) 262-8600
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- H. Wayne Huizenga School of Business and Entrepreneurship, (954) 262-5000
- Mailman Segal Institute for Early Childhood Studies, (954) 262-6900
- Oceanographic Center, (954) 262-3600
- Shepard Broad Law Center, (954) 262-6100
- University School
 - Upper School, (954) 262-4400
 - Middle School, (954) 262-4444
 - Lower School, (954) 262-4500

Professional Accreditations

- Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number: 404-679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.
- Nova Southeastern University's Shepard Broad Law Center is a member of the Association of American Law Schools and is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (750 North Lake Shore Drive, Chicago, IL 60611: Telephone number: 312-988-6738).
- The College of Osteopathic Medicine is accredited by the Bureau of Professional Education of the American Osteopathic Association and is a member of the American Association of Colleges of Osteopathic Medicine.
- The Doctor of Pharmacy Program is accredited by the Accreditation Council on Pharmaceutical Education, 311 West Superior Street, Suite 512, Chicago, IL 60610 (telephone number: (312) 664-3575, 800-533-3606; fax: (312) 664-4652.) The College of Pharmacy is a member of the American Association of Colleges of Pharmacy.
- The College of Optometry is accredited by the Council on Optometric Education of the American Optometric Association and is a member of the Association of Schools and Colleges of Optometry.
- The Occupational Therapy Department is accredited by the Accreditation Council for Occupational Therapy Education.
- College of Dental Medicine programs in dentistry, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prosthodontics are accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the United States Department of Education and can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.
- The Physical Therapy Department is accredited by the Commission on Accreditation for Physical Therapy Education of the American Physical Therapy Association.
- The Physician Assistant Department is accredited by the Commission on Accreditation of Allied Health Education Programs.
- The clinical psychology doctoral programs of the Center for Psychological Studies are accredited by the American Psychological Association (APA). The center also has two predoctoral internship programs. One is accredited by the APA and a second is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). The APA and the Florida Department of Health have approved the awarding of continuing education credits by the center.
- The Master of Public Health Program is accredited by the Council on Education in Public Health (CEPH).

- The Mailman Segal Institute for Early Childhood Studies' preschool is accredited by the National Association for the Education of Young Children.
- The Graduate School of Humanities and Social Sciences, Master of Science Degree Program in Family Therapy is fully accredited by the Commission on Accreditation for Marriage and Family Therapy Training and Education (COAMITE) of the American Association for Marriage and Family Therapy (AAMFT). The Ph.D. Program in Family Therapy is a candidate for accreditation by the AAMFT.
- The Master's Degree Program in Speech-Language Pathology, offered through the Fischler Graduate School of Education and Human Services, is approved by the Florida Department of Education and accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA). The audiology doctorate (Au.D.) has received candidacy status from the Council on Academic Accreditation of ASHA.
- Bachelor's, master's, and doctoral degrees offered in a variety of fields of business and administration by the H. Wayne Huizenga School of Business and Entrepreneurship are accredited by the International Assembly for Collegiate Business Education. The Bachelor of Science in Professional Management, the Master of Business Administration, and the Master of Science in Human Resource Management are accredited by the University Council of Jamaica.
- University School of Nova Southeastern University is accredited by the Southern Association of Colleges and Schools, by the Florida Council of Independent Schools, by the Florida Kindergarten Council, and by the Association of Independent Schools of Florida. University School is a member of the National Association of Independent Schools.

NSU History

Nova Southeastern University (NSU) is a not-for-profit, fully accredited, coeducational institution. It was founded in 1964 as Nova University of Advanced Technology. In 1974, the board of trustees changed the university's name to Nova University. In 1994, Nova University merged with Southeastern University of the Health Sciences to form Nova Southeastern University.

NSU is well known for innovation and quality in both traditional and distance education. The university serves large numbers of adult students and a growing population of traditional undergraduates. To date, the institution has produced more than 76,000 alumni.

Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with more than 23,000 students and is the 10th largest independent institution nationally. NSU is one of 164 colleges and universities statewide and one of 83 independent four-year institutions in Florida.

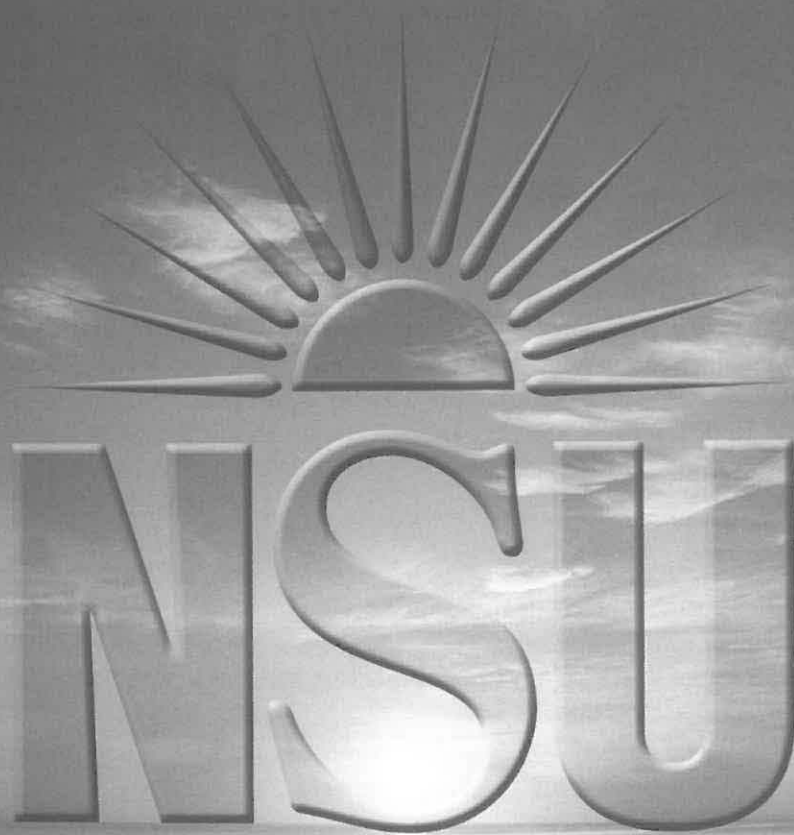
The university awards associate's, bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 21 undergraduate majors through the Farquhar College of Arts and Sciences.

Nova Southeastern University has the only college of optometry in Florida and the only colleges of pharmacy and dentistry in South Florida. The institution also enjoys an excellent reputation for its programs

for families offered through the Mailman Segal Institute for Early Childhood Studies and University School, including innovative parenting, preschool, primary, and secondary education programs. University School of Nova Southeastern University, a fully accredited independent college preparatory day school, enrolls students in prekindergarten through 12th grade and operates from NSU's main campus in Fort Lauderdale.

NSU's programs are administered through academic centers that offer courses at campuses in Fort Lauderdale, North Miami Beach, and Dania Beach as well as other locations throughout Florida, across the nation, and at selected international sites. Despite the geographic diversity of sites where classes are offered, 82 percent of the student body attends classes in Florida, and 73 percent of all students enrolled attend classes in the tricounty area (i.e., Miami-Dade, Broward, and Palm Beach counties). With an annual budget of approximately \$322 million in 2002–2003, Nova Southeastern University also has a significant economic impact on the surrounding community. A recent NSU study revealed that the university and its students and employees contributed more than \$731 million to the Florida economy during fiscal year 2000–2001.

Student Life



Student Life

Student Affairs

The mission of Student Affairs is to foster student success and a university community. Administered by the Office of the Dean of Student Affairs, overseen by the dean and associate dean of student affairs, Student Affairs provides cocurricular learning opportunities and services that are conducive to student growth and development. It is composed of the following offices.

Office of Career Services

The Office of Career Services provides career counseling and job search assistance. The center educates students and alumni to develop a career-life plan, from choosing a major to conducting a job search, and from exploring career and/or graduate/professional school opportunities to securing employment. Career counseling, resume writing, career testing and assessment, career and job search related workshops, a career resource library, online registration, job search assistance, and campus recruiting are available.

Office of Student Activities and Leadership Development

The Office of Student Activities and Leadership Development provides NSU students the opportunity to become involved in extracurricular programs through the student government association, student organizations, academic societies, Greek organizations, religious groups, service clubs, and special interest groups.

Office of Residential Life and Housing

The Office of Residential Life and Housing provides students with a total educational experience by facilitating an enjoyable campus living experience. The residence halls are living/learning centers that provide an environment conducive to student success. Opportunities in a variety of academic, cultural, social, leadership, and recreational activities facilitate personal development. Functions that enhance student growth through the Office of Residential Life include an educational judicial process, crisis intervention, mediation, and counseling referrals. The Office of Housing provides quality facilities for students who live on campus. The office coordinates the administrative processes of all on-campus housing including assignments, contracts, billing, facilities, and maintenance of the five on-campus residence halls. On-campus housing consists of a traditional residence hall with private bath facilities for undergraduate students as well as apartment housing for upper-class undergraduate and graduate students.

Office of Recreation and Wellness

The Office of Recreation and Wellness provides programs and services that foster the education and development of the mind, body, and spirit of the NSU community. These include intramural sports, fitness programs, outdoor recreation trips, and instructional classes. The RecPlex facility boasts a 2,600-square-foot swimming pool, two tennis courts, three basketball courts, cardiovascular fitness equipment, free-weight strength-training equipment, a multipurpose recreation area, and a covered patio.

Student Union

The Student Union serves as the central location bringing the NSU community together by providing facilities, programs, events, and services that enhance the quality of campus life. This multiuse facility includes the Flight Deck with a dance floor, stage, TVs, booths, and reasonably priced food and beverages; several meeting rooms; and a small theater for NSU students and employees.

Office of Student Development and Special Events

The Office of Student Development and Special Events provides overall direction and support for division-wide student development initiatives and special programs. This office also adjudicates policy violations of the student code of conduct and updates the annual *Student Handbook*. Major events sponsored by the office include Hollywood Squares, the Life 101 speaker series and the annual Student Life Achievement Awards. Additionally, the director also serves as one of the advisers to the Presidential Knights, a prestigious group of student leaders who accompany the NSU president by serving as ambassadors for university-sponsored events. The Office of Volunteerism/Community Service Outreach also falls under this area.

Campus Traditions

Homecoming

Homecoming is a reunion weekend for alumni, students, faculty members, staff members, and friends of NSU. The social activities and athletic events organized by the Office of Student Activities and Leadership Development, the Alumni Office, and the Department of Athletics provide opportunities for the NSU community to celebrate shared experiences. For further information about homecoming events, please contact (954) 262-7290.

Greek Life

The Greek life experience at NSU offers endless opportunities for students. Many successful leaders in business, politics, education, and entertainment developed their skills in the Greek community. Greek members come together from all walks of life with a common goal: to achieve excellence in every aspect of life.

The opportunity for leadership development is one of the greatest assets of membership into any Greek organization. Hands on experience as a chapter officer, committee chairperson, or active member allows you to develop skills, which will benefit you throughout your career at NSU as well as in your professional endeavors. Whether academic, social, or service —NSU Greek life has a place for you.

Got Wood

The fall semester always begins in grand fashion with the annual “Got Wood” event. Apart from the great food and entertainment, all clubs and organizations are very involved while actively promoting their club and recruiting new members. Food, fun, and tradition fills the air as “Got Wood” kicks off the fall semester each year.

Life 101...Personally Speaking

Nova Southeastern University’s “Life 101...Personally Speaking” series is a joint effort between the Department of Student Affairs and the Office of Public Affairs. The series has as its goal to bring various leaders from business, industry, entertainment, politics, and athletics to our campus to be interviewed by a faculty member with a similar format to *Inside the Actor’s Studio* (Bravo Channel). Students and staff get an upfront, personal look at the “life lessons” these various leaders have learned throughout their career while sharing their life’s stories with our audience.

Hollywood Squares

Sponsored by the Student Affairs staff, this annual event is a spin-off of the actual television show. Hollywood Squares is hosted by the dean of students and the squares are made up of various members of faculty and staff. Students are selected to play the game and compete for grand prizes such as trips, cruises, and cash prizes worth thousands of dollars.

Student Life Achievement Awards

This annual spring semester event is put on yearly by the Student Affairs staff. This annual awards ceremony, similar to televised award shows, honors NSU's best in the following core values: scholarship, leadership, involvement, commitment, integrity, and responsibility. The goal of this program is to further a sense of campus community and to recognize achievements by students and staff members. The Stueys, as the event is commonly referred, provides much deserved recognition to the various students and faculty and staff members within the university community.

Office of Volunteerism/Community Service Outreach

This office, which falls under the Office of Student Development and Special Events, is the one-stop office within the university community that provides volunteer opportunities and community service within NSU and the surrounding community. Some volunteer opportunities include the annual "Senior Prom," a dinner and dance with local nursing home residents in the Fort Lauderdale area; Habitat for Humanity; soup kitchens; homeless shelters; toy and clothing drives; and an annual spring egg hunt to benefit those in our community that are less fortunate.

Career Expo

As a founding member of the Southeast Florida Career Consortium (SFCC), the Office of Career Services hosts the annual Career Expo every winter. The SFCC is a joint coalition of career service professionals from several South Florida universities and gives students and alumni the opportunity to seek intern, part-time, and full-time employment as well as to network with local, regional, and national employers.

Major organizations attending previous Career Expos include American Express, Coca-Cola, Enterprise Rent-A-Car, BellSouth, Rexall Sundown, Sysco, The Wackenhut Corp., the United States State Department, the Federal Bureau of Investigation (FBI), Miami-Dade Public Schools, and more.

Human Services Job Fair

The Human Services job fair is held on campus every fall to link employers in the not-for-profit, for-profit, government, and other employers/agencies who provide human services. This event is targeted at psychology, counseling, family therapy, guidance, criminal justice, mediation and conflict analysis, and related majors. Employers represented have hired NSU students for internships, part-time jobs, and full-time jobs.

Student Union

Rosenthal Student Center is NSU's student union, which serves as the central location bringing the NSU community together by providing facilities, programs, events, and services that enhance the quality of campus life. This multiuse facility showcases a fun, pub-type environment called the Flight Deck. Located on the second floor of the student union, The Flight Deck includes a serving bar with a beer and wine license, a wooden dance floor, a stage, a 65-inch HDTV, seven 25-inch TVs with movie channels and DirecTV, two dartboards, two pool tables, a ping-pong table, a foosball table,

various magazines and board games, and different seating areas. Open daily until 11:00 p.m., The Flight Deck is a popular place on campus for students to meet, greet, and eat.

The student union is host to a variety of weekly activities, student events, happy hours, and union sports. Every Wednesday is Buck Bingo with students attempting to win NovaBucks. The NovaBucks program encourages student involvement and participation in activities. It is an NSU currency that can be used to purchase exclusive NSU paraphernalia, fund student trips, or pay for snacks and beverages in The Flight Deck. The student union sports program features a bowling league and sponsors tournaments in eight-ball and nine-ball billiards, table tennis, darts, dominoes, spades, and a sports quiz bowl.

Rosenthal Student Center also contains NSU's main cafeteria; two meeting rooms; the CyberCafé with four computers; and a 53-seat movie theater with surround sound, a 100" screen, projector, DVD player, VCR, and a PlayStation 2 game console. The Conference Services program provides facilities, audio/visual equipment, and food/beverage service for student organizations and NSU personnel to host meetings, functions, and events. The Flight Deck may be reserved on Saturday nights for private parties. Rosenthal Student Center is also home to ARAMARK Dining Services, the NSU Bookstore, WNSU radio station, and several NSU student affairs offices. Those include the Office of the Associate Dean of Student Affairs, Student Development and Special Events, Student Activities and Leadership Development, and the Student Union office.

Inexpensive food and beverages, unique services, and friendly staff help make the Rosenthal Student Center a convenient and comfortable environment for events and services benefiting the NSU community. For further information or reservations, please call (954) 262-7288 or view the Web site at www.union.nova.edu.

Newspaper

The *Knight* serves as the official student newspaper at NSU and is an established vehicle for the transmission of student reporting, opinion, and arts. All community members are invited to contribute to the *Knight*. The *Knight* is readily available at several sites around the main campus and local community, including the east campus. For further information, please call (954) 262-8455, or visit the Web site at www.knight-online.nova.edu.

Radio Station—WNSU

WNSU was formed in August 1990 to provide an opportunity for Nova Southeastern University students to gain knowledge and experience in radio broadcasting. Under an agreement with the Broward County School Board, WNSU broadcasts on 88.5 FM after 7:00 p.m. NSU Radio X focuses on playing cutting-edge music as well as featuring specialty shows seven days a week. Radio X is a voice in the community that introduces new music to listeners and provides local and world news, weather reports, sports updates, and NSU news. For further information, please call (954) 262-8457.

Student Organizations

NSU students have an excellent opportunity to become involved in extracurricular programs. The Office of Student Activities and Leadership Development encourages all students to get involved in the university community. Involvement is one of the best ways to meet other students and faculty and staff members, and gain valuable leadership skills. Nova Southeastern University has many

student organizations on campus, including academic societies, fraternities, sororities, religious groups, service clubs, and special-interest groups. Current organizations include the following:

Service:

Alpha Phi Omega (service fraternity)
Best Buddies (volunteer/community service)
Junior Gold Circle
Kappa Delta Pi (education fraternity)
Rotaract (branch of Rotary)

Educational/Informative:

Amen Always Ministries
Association of Computing Machinery (student chapter)
Beta Beta Beta (biological honor society)
Chemical Sciences Honor Society
Fellowship of Christian Athletes
Knights of the Kitchen Table
NATURE (NSU's Adventure Toward Understanding and Researching Earth)
Nova Chess Club
Nova Players
NSU Martial Arts Club
NSU Vegetarian Society
Psi Chi
Student Athlete Advisory Council
Surf Club
Young Democrats

Religious:

Baha'i Unity Club
Hillel (Jewish culture organization)
Indian Student Association (ISA)
International Muslim Association at Nova (IMAN)
Intervarsity Christian Fellowship (IVCF)
Nova Association of the Latter-day Saints

Cultural/Heritage:

Caribbean Students Association (CSA)
Circle of Excellence
Nova's International Student Association
OASIS

PASA (Pan-African Student Association)
SALSA (Spanish and Latin Student Association)
SASA (Social Action Social Awareness)

Pre-professional:

Alpha Kappa Psi
NSU Accounting Club (NSUAC)
NSU Finance Club
Phi Alpha Delta (legal fraternity) and NSU Mock Trial Association
Pre dental Society
Premed Society
Prepharmacy Society
Psychology Club

Greek organizations:

Beta Theta Pi Fraternity
Delta Phi Epsilon Sorority
Lambda Theta Phi
Phi Sigma Sigma Sorority
Sigma Alpha Mu Fraternity
Theta Delta Chi Fraternity

Recognized groups:

Campus Entertainment Committee
Interfraternity Council (IFC)
Interorganizational Council (IOC)
National Panhellenic Conference (NPC)
Order of Omega (Greek leadership honorary)
Resident Student Association (RSA)

Student organizations—Center for Psychological Studies

Center for Psychological Studies
Student Government Association
Multicultural Association of Graduate Students
Ethnic Minority Association for Graduate Students (EMAGS)

Student organizations—Health

Professions Division (HPD organizations listings are divided by colleges rather than alphabetical order.)

College of Optometry (student council)

Student Government Association

National Optometry Student Association

Beta Sigma Kappa

College of Optometrists in

Vision Development

National Optometric Student Association

Student Florida Optometric Association

Student Volunteer Optometric
Services to Humanity

College of Pharmacy (student council)

American Pharmaceutical Association

Florida Society of Health Systems
Pharmacists, student chapter

National Community Pharmacists,
student chapter

Phi Delta Chi

Kappa Psi

Phi Lambda Sigma

Rho Chi

College of Osteopathic
Medicine (student council)

American College of Osteopathic Family
Physicians (ACOF), undergraduate chapter

Association of Military Osteopathic
Physicians and Surgeons (AMOPS)

Association of Orthopedic Surgery
and Sports Medicine

Atlas Fraternity

Christian Medical and Dental Society

Emergency Medicine Society

Hispanic Osteopathic Medical Association

Journal Club

Lambda Omicron Gamma (LOG)

Neurology Club

Psi Sigma Alpha

Rural Medicine Club

Sigma Sigma Phi

Student Associate Auxiliary (SAA)

Student Association of Obstetrics
and Gynecology

Student Medical Informatics Association

Student National Medical Association

Student Osteopathic Surgical Association

Student Pediatric Association

American College of Osteopathic
Pediatricians (ACOP), student chapter

The Undergraduate American
Academy of Osteopathy

Student Dermatological Association

DOCARE

Florida Osteopathic Medical Association
(FOMA), undergraduate chapter

Jewish Association of
Medical Students (JAMS)

National Osteopathic Women's
Physician Association (NOWPA)

Sigma Phi (National Honorary
Osteopathic Service Fraternity)

Student Osteopathic Internal
Medicine Association (SOIMA)

American Medical Student Association

College of Allied Health and Nursing
(student council)

Student Occupational
Therapy Association

Occupational Therapy Student Government

Phi Theta Epsilon

Public Health Student Association (PHSA)

American Physical Therapy Association

The Student Assembly of the American
Physical Therapy Association

The Student Special Interest Group of the
Florida Physical Therapy Association

College of Dental Medicine
(student council)

Alpha Omega

Psi Omega

**Student organizations—H. Wayne
Huizenga School of Business
and Entrepreneurship**

Alpha Kappa Psi

Graduate Business Student Association

**Student organizations—
Oceanographic Center**

Oceanographic Student Association

**Student organizations—Graduate School of
Humanities and Social Sciences**

SHSS Student Association

**Student organizations—Shepard
Broad Law Center**

Association of Trial Lawyers
of America (ATLA)

Black Law Students Association (BLSA)

Broadly Speaking

Criminal Law Society

Florida Association for
Women Lawyers (FAWL)

Hispanic Law Students
Association (HLSA)

International Law
Students Association (ILSA)

*ILSA Journal of Comparative
and International Law*

Jewish Law Students Association (JLSA)

Lambda Law Society

Moot Court

National Association for
Public Interest Law (NAPIL)

Nova Law Review

NSU Cyberlaw Society

Phi Alpha Delta

Phi Delta Phi

Student Bar Association

Each student organization is assigned a faculty or staff member to serve as an adviser and supporter. For further information, please contact the Office of Student Activities and Leadership Development at (954) 262-7290.

Web Space for Student Clubs and Organizations

Official student clubs or organizations sponsored by the university may create and maintain a club Web page. A designated club member possessing the requisite computer skills must be appointed by the club as the webmaster. The webmaster will be responsible for creating and maintaining the club Web page with approval from the Office of Student Affairs or COM Student Services. The webmaster can obtain a copy of the Information Provider Agreement (IPA) form online at www.nova.edu/common-lib/policies/ipa.html.

**Student Rights
and Responsibilities**



Student Rights and Responsibilities

Reservation of Power

This *Student Handbook* is not intended to be a contract or part of a contractual agreement between NSU and the student. The *Student Handbook* is available online at www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf. Changes in the content of the *Student Handbook* may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This *Student Handbook* supercedes all previous handbooks, documents, and directives where they may be in conflict. The *Student Handbook* is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the *Student Handbook* including any revisions or modifications.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

Nondiscrimination Statement

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g. Title VII, Title VI, Title III, Rehab Act, ADA, Title IX), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, status as a disabled veteran, or political beliefs and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to admissions, enrollment scholarships and loan programs, athletics, employment, and access to and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, status as a disabled veteran, or political beliefs and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership.

Code of Student Conduct Statement

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university or with the rights of other members of the university cannot be tolerated. Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the university retains the power to maintain order within the university and to exclude those who are disruptive to the educational process.

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college, center, or school. Violations of conduct standards, supplementary standards, university policies, and/or procedures will be handled by the Office of the Dean of Student Affairs or by the individual academic college, center, or school as deemed appropriate.

Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs Web site. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

Nova Southeastern University Statement of Student Rights and Responsibilities

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to ensure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- the rights of personal and intellectual freedom, which are fundamental to the idea of a university
- scrupulous respect for the equal rights and dignity of others
- dedication to the scholarly and educational purposes of the university and participation in promoting and ensuring the academic quality and credibility of the institution

Students are responsible for obtaining, learning, and observing the established university and academic center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution, as well as those of Broward County, the state of Florida, as well as any other laws, rules, and/or regulations of other jurisdictions. All members of the community should inform the appropriate official of any violation of conduct regulations.

A. Academic Standards

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:

1. **Cheating:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
2. **Fabrication:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise
3. **Facilitating Academic Dishonesty:** intentionally or knowingly helping or attempting to help another to violate any provision of this code
4. **Plagiarism:** the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in pursuance of their educational goals.

Students are expected to comply with the following academic standards:

1. **Original Work:**

Assignments such as course preparations, exams, texts, projects, term papers, practicum, etc., must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, re-examination, and/or remediation.

2. **Referencing the Works of Another Author:**

All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each program center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards (see above) are considered plagiarism at Nova Southeastern University.

3. **Tendering of Information:**

All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

4. Acts Prohibited:

Students should avoid any impropriety or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to the following:

- plagiarism
- any form of cheating
- conspiracy to commit academic dishonesty
- misrepresentation
- bribery in an attempt to gain an academic advantage
- forging or altering documents or credentials
- knowingly furnishing false information to the institution

5. Additional Matters of Ethical Concern:

Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

B. Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws.

Violations of conduct standards include, but are not limited to

- a. theft (including shoplifting at any university service center, e.g., bookstore, food service facility), robbery, and related crimes
- b. vandalism or destruction of property
- c. disruptive behavior/disorderly conduct (e.g., in residence halls and classrooms, or at university-sponsored events, on or off campus)
- d. physical or verbal altercation, assault, battery, domestic violence, or other related crimes
- e. gambling
- f. possession or use of firearms, fireworks, explosives, or other dangerous substances or items
- g. possession, transfer, sale, or use of illicit and/or illegal drugs or alcohol if a minor
- h. appearance in class or on campus under the apparent influence of drugs or alcohol, illegal or illicit drugs or chemicals
- i. any act or conspiracy to commit an act that is harassing, abusive, or discriminatory or that invades an individual's right to privacy; sexual harassment; discrimination and abuse against members of a particular racial, ethnic, religious, on the basis of sex/gender, sexual orientation, marital status or cultural group and/or any other protected group or as a result of an individual's membership in any protected group
- j. sexual misconduct

- k. stalking
 - l. unacceptable use of computing resources
 - m. impeding or obstructing NSU investigatory, administrative, or judicial proceedings
 - n. threats of or actual damage to property or physical harm to others
 - o. any activity that may be construed as hazing ("hazing" is defined as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university) or engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing
 - p. failure to pay tuition and fees in a timely manner
 - q. embezzlement or misuse of NSU and/or student organizational funds or monies
 - r. failure to comply with the directives of NSU officials
 - s. violation(s) of the terms or condition of a disciplinary sanction(s) imposed
 - t. violation of any policy, procedure, or regulation of the university or any state or federal law, rule, regulation, or county ordinance
 - u. fraud, misrepresentation, forgery, alteration or falsification of any records, information, data, or identity
2. Students must have authorization from the university to have access to university documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the Code of Ethics for Computer Usage. The university and each center or program may prescribe additional standards for student conduct. Additions or changes to the standards for student conduct will be posted on the center and/or Student Affairs Web site.

D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the university. Violations of academic standards will be handled through the student's academic college, school, or center. Violations of conduct or supplementary standards will be handled by the Office of the Dean of Student Affairs or by the individual academic college, school, or center as deemed appropriate.

E. Sanctions

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures, one or more of the following sanctions may be imposed:

1. Expulsion:

Permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus and/or visiting privileges.

2. Suspension:

Mandatory separation from the university for a period of time specified in an order of suspension. An application for readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus visiting privileges unless specific permission is granted by the dean of student affairs or designee.

3. Temporary Suspension:

Action taken by the dean of student affairs/associate dean of student affairs, which requires a student's temporary separation from the university until a final determination is made of whether or not a student is in violation of the Code of Student Conduct and Academic Responsibility.

4. Final Disciplinary Probation:

A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of university standards, under which the following conditions exist:

- a. The sanction is for the remainder of the student's career and may be reviewed by the dean of student affairs no sooner than two regular academic semesters or equivalent after the sanction is imposed. After two semesters in attendance, a student may initiate a request in writing for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.
- b. Another violation of the Code of Student Conduct and Academic Responsibility will at a minimum result in suspension.

5. Disciplinary Probation:

A disciplinary sanction serving notice to a student that her/his behavior is in serious violation of university standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

6. Disciplinary Warning:

A disciplinary sanction serving notice to a student that her/his behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance after which it is expunged from the student's file.

7. Verbal Warning:

A verbal warning is a verbal admonition to the student by a university staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time after which it is expunged from the student's file.

8. Fines:

Penalty fees payable to the university for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.

9. Restitution:

Payment made for damages or losses to the university, as directed by the adjudicating body.

10. Restriction or Revocation of Privileges:

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including, but not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

11. Termination or Change of Residence Hall Contract/Accommodation:

Termination or change of residence hall contract/accommodation is a disciplinary sanction that terminates or changes the Residence Hall Contract/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the dean of student affairs/associate dean of student affairs/director of residential life or designee.

12. Counseling Intervention:

When extreme behavior indicates that counseling may be beneficial, the student may be referred to counseling.

13. Other Appropriate Action:

Disciplinary action not specifically outlined above, but approved through the dean of student affairs/associate dean of student affairs or designee.

14. Parent/Legal Guardian Notification:

NSU personnel reserve the right to contact or notify a student's parent(s) or legal guardian(s) of a minor student, under 21 years of age, in writing or by phone, when alcohol or drug violations of university policy occur, for other violations of NSU policy and procedure, and/or when NSU personnel determine a student's safety and/or welfare is at risk.

F. Appeal Process

An appeal of disciplinary action taken by the Office of the Dean of Student Affairs or its designee must be made in writing to the dean of student affairs within 72 hours of the receipt of the written disposition of the hearing. In appealing a disciplinary decision, the appeal must fall into one of the following categories:

1. the student has new evidence that was not available prior to the original hearing
2. the disciplinary process was not adhered to during the student's hearing
3. the sanction(s) do not relate appropriately to the violation

A written decision will be provided by the dean of student affairs within a reasonable amount of time from receipt of the appeal request. The decision of the dean of student affairs will be final. For appeals of disciplinary action taken by individual colleges, centers, or schools, please consult the academic section of this handbook related to this area and/or academic dean or designee.

**Specific University
Policies and Procedures**



Specific University Policies and Procedures

Admissions Policy

Please refer to the specific admission policies and procedures for each individual program center, college, or school.

In general, students are provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admission office). Students who have an unpaid balance 30 days from the start of the term will be assessed a \$50 fee.

Alcohol Policy

Nova Southeastern University, as an institution of higher education, is dedicated to the well being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of NSU to endeavor to prevent substance abuse through programs of education and prevention.

NSU recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is NSU's policy to work with members of the NSU community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. NSU also recognizes that the possession and/or use of certain substances are illegal. NSU is further obligated to comply with all local, state, and federal laws.

The policy governing the use of alcohol by students at Nova Southeastern University is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by persons less than 21 years of age.

1. The university will not authorize the use of student activity fees or other student funds collected and administered by the university to provide alcoholic beverages for any student event.
2. The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned and controlled by NSU is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.
3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the *Residential Living Guide*.

4. The president, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.
5. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in disciplinary action including, but not limited to, probation, suspension, or expulsion from the university.

Guidelines for the Use of Alcohol at University Student Events

1. Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Dean of Student Affairs.
2. Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
3. One-quarter hour before the approved ending time listed on the exemption, ticket sales will stop.
4. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
5. An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. This food and beverage will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined by the director of the student union.
6. No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by the Office of the Dean of Student Affairs. No other alcohol is permitted.
7. The director of the student union or designee will be present during an event at which beer and wine are served. If the director is not available, then a university employee will be designated by the Office of the Dean of Student Affairs. The organizational contact of the event must be present during the entire event as a point of contact for the director of the student union or designee.
8. The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with any and all other university policies.
9. Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Dean of Student Affairs, screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol before or during the event.
10. Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.

11. It shall be at the discretion of the Office of the Dean of Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.
12. Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Dean of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

Abuse/Physical Assault

Nova Southeastern University has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and/or other conduct that threatens or endangers the health, safety, and/or welfare of any other member of the university community on or off campus is prohibited.

Acceptance of Professional Fees

The activities of students in any other profession, position, or vocation are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, public health, law, psychology, counseling, nursing, audiology, and/or education. It is a violation of the law and contrary to the policy of this university for any unlicensed person to engage in the professional practice of health care, law, psychology, audiology, and/or education. Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by the law. (Students of the College of Osteopathic Medicine are required to comply with the College of Osteopathic Medicine's policy and procedure regarding professional work while enrolled.)

Arson

No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of the university or the personal property of any member of the university community.

Bomb Threats

The placement of a bomb threat is an intolerable violation of university policy, which will result in expulsion from the university.

Breaking and Entering

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.

Campus Security Report

Nova Southeastern University, through the Public Safety Department, annually publishes the Campus Security Report, which includes security policies, procedures, practices, and statistics for offenses. Information is also available on the NSU public safety Web site at www.nova.edu/cwis/pubsafety.

Cellular Phone Policy

The university recognizes the growing trend regarding student possession of cellular phones with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by NSU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Student Affairs as a violation of the NSU Code of Student Conduct. Students are instructed to refer to their center's or college's individual program policies regarding cellular phone use and possession, because additional restrictions may apply.

Closing Hours

No student is permitted to enter or remain in any university building or facility, including the swimming pool, or in the academic areas of the university, after normal closing hours, unless written approval to do so has been obtained in advance from authorized university personnel.

Complicity

Students associated with, or present during, the commission of an act(s) by another, which constitutes a violation of university policy, may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

Computers

The following five sections detail NSU policy related to the use of computers, email, and the Internet.

Acceptable Use of Computing Resources

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Nova Southeastern University. It applies to all users of the university's computing resources including students, faculty and staff members, alumni, and guests of the university. Computing resources include all computers, related equipment, software, data, local area networks, and listservs for which the university is responsible as well as networks throughout the world to which the university provides computer access.

The computing resources of Nova Southeastern University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. All users must have proper authorization for the use of the university's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the university's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable university policies (see Related policies listed at the end of this section) and applicable state and federal laws. Among the more important laws are the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU copyright policy may be examined in the Office of Academic Affairs.

Policy violations generally fall into five categories that involve the use of computing resources:

1. for purposes other than the university's programs of instruction and research and the legitimate business of the university
2. to harass, threaten, discriminate, stalk, intimidate, or otherwise cause harm or attempt to cause harm to specific individuals or classes of individuals
3. to impede, interfere with, impair, or otherwise cause harm to the activities of others
4. to download, post or install to university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution
5. to recklessly, willfully, negligently, or maliciously interfere with or damage NSU computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the above five categories include:

- using computer resources for personal reasons
- sending email on matters not concerning the legitimate business of the university
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
- creating a false email address
- propagating electronic chain mail, pyramid schemes or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a Web site without permission
- posting a university site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing or threatening to release a virus, worm, or other program that damages or otherwise harms a system, network, or data
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems, networks, or data outside the university
- viewing, distributing, downloading, posting or transporting child or any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes

- using university resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating federal copyright, intellectual property, and/or trademark laws or the NSU copyright, intellectual property, and/or policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Assistant to the President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation to the university. In cases where a user violates any of the terms of this policy, the university may, in addition to other remedies, temporarily or permanently deny access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Related policies that also apply to Web pages are as follows:

- Student-related: Student Code of Conduct and Academic Integrity
- Faculty-related: *Faculty Policy Manual*
- Staff-related: *Employee Handbook*
- General policies: Copyright and Patent Policy, Computing Account Security Agreement

Computing Account Security Agreement

The following policy is also available at www.nova.edu/common-lib/policies/casp.policy.html.

Nova Southeastern University (NSU) has adopted the following Computing Account Security Agreement, which outlines your responsibilities for securing and using an official NSU computing account. Use of an NSU computing account requires your acceptance of the policy terms and conditions stated below.

1. You must agree to abide by the NSU Policy on Acceptable Use of Computing Resources, which can be found online at www.nova.edu/common-lib/policies.
2. You must not share your account with other individuals for any reason. Your computer account is to be used only by you.
3. The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others. Examples of acceptable passwords are: 29py94ju, as76df98, 98df7gh6.
4. NSU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.
5. NSU is not responsible for the loss of any files, documents or electronic mail you may store online. It is your responsibility to make backups of your files.
6. If you do not access your account for a period of six months, it will be deleted from the system.
7. Inappropriate conduct and violations of this agreement will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Assistant to the President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation.

tion to the university. In cases where a user violates any of the terms of this agreement, the university may, in addition to other remedies, temporarily or permanently deny access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Access to NSU Online Systems

In order to access the university's computing resources, all NSU students must provide their own Internet access service through a suitable Internet service provider (ISP).

Electronic Mail Communications

NSU provides students and faculty and staff members with one official computer account that is used to access major computing resources, including electronic mail. These university-assigned computer accounts correspond directly to NSU email addresses (see below). All official electronic mail communications directed to NSU students and faculty and staff members will be sent exclusively to NSU-assigned computer accounts to ensure timely and accurate delivery information. NSU students may forward their NSU generated email to external locations, but do so at their own risk.

Relationship between NSU computer account and email address:

If your assigned computer account name is janedoe ...

Your email address will be *janedoe@nsu.nova.edu*

Note: A computer account may also be referred to as an email name or a username.

Web Pages—Use of Material

You should assume that materials you find on the Web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your Web pages(s) without the expressed permission of the copyright owner (examples: graphic images from other Web pages, articles, video, audio, photographs, software, or images scanned from published works). You may include short quotations of text provided you identify in an obvious way (e.g., in a footnote) the author and the work from which the quotation is taken. If you want to include something from another Web page in one of your Web pages, then link to it rather than copy it. The occurrence of plagiarism on your Web page is subject to the same sanctions as apply to plagiarism in any other media. Images in the NSU graphics repository may be used on Web pages without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a Web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of his/her own image. In addition, the picture or video may be protected by copyright.

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: Copyright 2004 by (name of the copyright owner). Used with permission.

Although a copyright notice is not required to assert your rights to your own original material, you may want to include a minimal notice of copyright in a Web page footer when appropriate. When used, the copyright notice should appear as follows:

- Web pages:
Copyright 2004 (your name). All rights reserved.
- Organization Web pages (examples):
Copyright 2004 *Cornell Law Review*. All Rights Reserved.
Copyright 2004 Nova Southeastern University. All Rights Reserved.
Copyright 2004 The Graduate School of Computer and Information Sciences. All Rights Reserved.

Related policies that also apply to Web pages are as follows:

1. General policies: Policy on Acceptable Use of Computing Resources, Copyright and Patent Policy, Computing Account Security Agreement
2. Student-related: Code of Student Conduct and Academic Responsibility
3. Faculty/administrator-related: *Faculty Policy Manual*
4. Staff-related: *Employee Handbook*

Consensual Relations Between Faculty Members and Students

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

Contracting on Behalf of the University

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without proper authorization, are subject to disciplinary action that will result in a hold being placed on university records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the university by a student without proper authorization is void.

Disabilities

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any activity, service, or program of the university solely by reason of his or her disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in Nova Southeastern University's programs shall be provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

At the postsecondary level, it is the student's responsibility to initiate the process for disability services. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of his/her disability and a request for a reasonable accommodation. The student has the responsibility to provide Nova Southeastern University with proper documentation of his/her disability from a qualified physician or clinician who diagnoses his/her disabilities and sets forth the recommended accommodations.

Student requests for accommodation will be considered on an individual basis. Each student with a disability should discuss his or her needs with the disability service representative in his or her academic center, college, or school before the commencement of classes. For the name and contact information of the disability support services representative at your academic center, college, or school, contact the Office of the Dean of Student Affairs at (954) 262-7280.

Academic Accommodation(s) Process

Requests for accommodation must be made in writing to the disability service representative in the student's academic center, college, or school and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the disability service representative in consultation with the appropriate program director and/or faculty member, he or she may appeal the decision through that center's, college's, or school's appellate process. If the issue cannot be satisfactorily resolved at the center, college, or school level, the student may appeal in writing no later than 10 days after the final decision to the university's Academic Accommodation Appellate Committee, which consists of the university's ADA coordinator and representatives from at least four different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will also review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Academic Accommodation Appellate Committee is final and binding upon the student without further appeal.

Academic Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the ADA coordinator shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

- any recording of the meeting, except official minutes
- legal counsel
- uninvited guests

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association of Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.

Facility and Grounds Accommodation(s) Process

Students requesting an accommodation involving modification to a facility or the grounds of the university must meet with the ADA coordinator—the associate dean of student affairs—to discuss his or her needs. Requests for accommodation must be made in writing to the associate dean of student affairs and be supported by the appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. Requests for an accommodation involving modification to a facility or grounds of the university will be considered on an individual basis. When considering the request, the ADA coordinator will consult with the director of the specific facility (e.g., residential life and housing) involved in the request for accommodation and the director of facilities management.

If the student disagrees with the facility or grounds accommodation proposed by the ADA coordinator, he or she may appeal in writing no later than 10 days after the decision to the Facility and Grounds Accommodation Appellate Committee, which consists of the university dean of student affairs, associate vice president of facilities management or his/her designee, and a disability service representative from at least three different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Facility and Grounds Accommodation Appellate Committee is final and binding upon the student without further appeal.

Facility and Grounds Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the dean of student affairs shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

- any recording of the meetings except official minutes
- legal council
- uninvited guests

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association of Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.

Discriminatory Conduct

Discriminatory conduct based on such factors as race, color, religion, sex, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, unfavorable discharge from the military, status as a disabled veteran or political beliefs, including but not limited to, violations under all federal and state laws, rules, regulations, and/or acts including, but not limited to, Title VII, Title VI, Title IX, Title II, Title III, Americans with Disability Act and the Rehab Act are unacceptable and

prohibited in the university. In the event a student feels discriminated against by another student, an NSU faculty or staff member, or an employee, she or he should contact her/his appropriate academic center representative or the Office of the Dean of Student Affairs at (954) 262-7280. Students may also want to refer to the NSU Grievance Procedures for Nonacademic Disputes.

Drug-Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C. F. R., part 86), Nova Southeastern University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on property owned or controlled by Nova Southeastern University and as a part of any of its activities (see Controlled Substances Chart in Appendix A).

The term "illicit drugs" refers to all illegal drugs, and to legal drugs obtained or used without a physician's order. This policy does not prohibit the use of prescribed medication under the direction of a physician. No Nova Southeastern University student or employee is to report to work or school while under the influence of illicit drugs or alcohol. Possession of paraphernalia for illegal drug use, or taking a prescription that does not belong to you, are also prohibited.

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

NSU Programs

NSU Student Counseling Services are available to all NSU students. For information, please call (954) 262-7050.

Community Programs

Department of Children and Families
Substance Abuse Program Office
1317 Winewood Boulevard, Bldg. 6, Third Floor
Tallahassee, Florida 32399-0700
(850) 487-2920

Alcoholics Anonymous: (954) 462-0265

Narcotics Anonymous: (954) 476-9297

When a student uses or deals in drugs, he or she also risks incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending on the amount and type of drugs and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not more than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment.

Under Sec. 893.13, Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under Sec. 893.13 (1) (c), Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with the intent to sell, manufacture, or deliver a controlled substance in, on, or within

1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under Sec. 316.1936, Florida Statutes: It is unlawful for any person to possess an open container of an alcoholic beverage or consume an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under Sec. 316.193, Florida Statutes: A person is guilty of driving under the influence (DUI) if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. First conviction on such a DUI charge will result in a fine not less than \$250 or more than \$500 and imprisonment for not more than six months. A second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months' imprisonment. A third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Any Nova Southeastern University student determined to have violated this policy will be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug-use disorder, which may include mandatory completion of a drug/alcohol abuse rehabilitation program, and/or other university sanctioning, which may include expulsion.

All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.

Drug Policy—Zero Tolerance

Any student found in violation of the drug-free schools and campuses policy with regard to the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol will face serious university disciplinary action, which may include expulsion from the university (see Controlled Substances Chart in Appendix A).

Emergency Situations

To report an on-campus emergency situation from an on-campus phone, contact the police at 9-911 and public safety at extension 8999. If calling from off campus, dial the police at 911 and public safety at (954) 262-8999.

Failure to Comply

All students and guests of NSU are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices; participation in administration and/or judicial proceedings; and the compliance by the stated deadline with all the terms and conditions of all disciplinary sanctions. Administrative discretion may be used to place a hold on a student's account (registration, grades, etc.) if the student fails to comply with the directions of a university official.

False Information

Providing false or misleading information to the university or a university official, or to a local, state, or national agency or official is a violation of the Code of Student Conduct and Academic Responsibility subjecting a student to disciplinary action up to and including expulsion or rescission.

Falsification of Records

Falsification of university records is prohibited. University records include, but are not limited to, admission, enrollment, registration, financial aid, student disciplinary, academic, health records, parking decals/hang tags and student employment records.

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Assistant to the President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation with the university. In cases where a student violates any of the terms of this policy, the university will take appropriate disciplinary actions, up to and including expulsion.

Fire Safety

Unnecessarily setting off a fire alarm; unnecessarily tampering with fire hoses, extinguishers, exit signs, and alarm equipment; or blocking fire exits and other means of impeding traffic may result in immediate university disciplinary action and criminal prosecution. Failure to evacuate any building on campus during a fire alarm is also prohibited.

Fraud

Any act or statement (written or oral) containing false, incomplete, or misleading information intended to deceive or misrepresent any agency of the university or any person or business is prohibited.

Gambling

Gambling may include, but is not limited to, wagering on or selling pools on any athletic or other event; possessing on one's person, premises (e.g., rooms, residence unit, car), or in a computer account or electronic format, any card, book, or other device for registering bets; knowingly using or permitting the use of one's premises or one's telephone or other electronic communication device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel or electronic or telephonic communication related to illegal gambling; or playing or engaging in any game, at any place, by any device whatever for money or other thing of value. Students found in violation of the prohibition against gambling may be subject to disciplinary action up to and including dismissal.

Grievance Procedures for Nonacademic Disputes

This process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school. Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the

formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.

1. First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for his or her position based on factual information.
2. The student will receive a reply, in writing, which addresses the complaint.
3. If the reply is not acceptable, the student is encouraged to submit the complaint in writing to the associate dean of student affairs. The associate dean of student affairs will attempt to resolve the dispute.
4. If the associate dean is unable to resolve the dispute, he or she will notify the student and the dean of student affairs in writing.
5. The student may then appeal in writing to the dean of student affairs.
6. The dean will investigate and review the findings, and will notify the student in writing of his or her decision.
7. The dean's decision is final and binding and cannot be appealed.

Guests

Students are welcome to bring guests to the campus, but must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the university official making the request. The university reserves the right to exclude all guests from any area on campus in times of impending or actual crises or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guest(s) from any area of the campus for any reason the university deems appropriate.

Health Policies

Communicable Diseases Guidelines

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the university to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease are subject to the guidelines listed below. The university will be flexible in its response to incidents of communicable diseases, evaluating each occurrence in light of this policy and current available medical information.

- NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

The university shall provide detailed information concerning the risks associated with meningitis and hepatitis B and the availability, effectiveness, and known contraindications of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission.

Any students residing in on-campus housing at NSU shall provide documentation of vaccinations against meningococcal meningitis and hepatitis B unless the individual, if the individual is 18 years of age or older, or the individual's parent, if the individual is a minor, declines the vaccinations by signing a separate waiver for each of these vaccines provided by the institution, acknowledging receipt and review of the information provided.

- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.
- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from his/her treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, school, or center.
- Within reason, the university will make accommodations to the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, or poses a reasonable threat to the health and safety of those around him/her.

In the event that a student has a concern about the potential for the spread of a communicable disease within the university community, those concerns should be brought to the Office of the Dean of Student Affairs for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the university community by an infected person, the Office of the Dean of Student Affairs will, after notification of the issues presented to the university president, contact the Centers for Disease Control and/or Broward Health Department for recommendations of appropriate action consistent with state law.

Immunization Requirements

Health Professions Division (HPD) students: See center specific policies.

All residential (residing in campus housing) students must satisfy the following requirements providing they were born after January 1, 1958. The required documentation of vaccinations shall include the following:

1. Meningococcal meningitis
2. Hepatitis B
3. Measles (rubeola), you must show proof of **two** of the following:
 - immunization with two doses of measles vaccine, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
 - blood test showing the presence of the measles antibody
 - a written, dated statement signed by a physician on his/her stationery stating the date you had the disease

4. Rubella (German measles): Having had the rubella disease is NOT acceptable proof—you must show proof of **one** of the following:
 - one dose of rubella vaccine on or after the first birthday, and in 1969 or later
 - blood test showing the presence of the rubella antibody
5. MMR Combined Proof of Immunization
 - the MMR combined (measles, mumps, and rubella). This may be given instead of individual immunizations.
 - One dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later
6. One dose of rubella (German measles) is required.

Exemptions or waivers may be obtained at the university's discretion if the individual is 18 years of age or older, or the individual's parent, if the individual is a minor, declines the vaccinations by signing a separate waiver provided by the institution for each of these vaccines, acknowledging receipt and review of the information provided. Exemptions will not necessarily be accepted by the student's program center. Other students may be subject to the immunization requirements in order to participate in clinical or practicum studies. Students are advised to consult with their program to determine whether the refusal will affect their ability to continue their studies.

Immunization requirements are based on Florida state health regulations. Valid exemptions from providing immunity:

- Medical exemptions—Must produce a letter from a doctor, signed on his/her stationery, stating the reason for exemption and whether it is a temporary or permanent exemption
- Religious exemptions—On church stationery, signed by a minister, priest, rabbi, or head of church

Acceptable forms of documentation—The following documents are acceptable proof of immunity of measles and rubella. Forms must include specific dates, and the dates must satisfy the requirements stated previously.

- HRS (Department of Health and Rehabilitative Services)
- Childhood immunization records
- School immunization records
- Military service records
- Document indicating blood tests

Health Insurance

Nova Southeastern University requires all undergraduate day students and residential on-campus students to have some form of health insurance. Federal visa regulations also require international J-1 students and their J-2 dependents to maintain adequate health insurance throughout their stay in the United States.

If you are not currently insured, or your plan does not provide adequate coverage in South Florida, you are required to enroll in the Nova Southeastern University Student Health Insurance Plan. If you currently maintain comparable coverage, you must show proof of coverage to the Office of Recreation and Wellness.

All other registered students enrolled at Nova Southeastern University taking credit hours are eligible to enroll in the Student Health Insurance Plan on a voluntary basis.

Should you have any questions regarding the student health insurance plan, please feel free to contact the Office of Recreation and Wellness at (954) 262-7301.

Hurricane Procedures

A **hurricane watch** is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally to strike within 36 hours.

A **hurricane warning** is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours.

When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

Nova Southeastern University provides a 24-hour "Hurricane Hotline" for this type of emergency. The hotline number is (954) 262-7300.

Local hurricane shelter information can be obtained through county governmental information telephone numbers. For Broward County shelter information, contact NSU public safety at (954) 262-8981.

Hurricane Watch

In the event of a hurricane watch, the university president will confer with members of NSU administrative staff in preparation for hurricane protection activity.

Members of the university community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

Hurricane Warning

If a hurricane warning is issued, the university president will decide if the university will be evacuated.

If the president orders the closing of the university, the appropriate directives will be relayed by the vice presidents to their areas of responsibility.

NSU Office of Public Affairs will contact major news organizations for immediate broadcast notification.

Closing Preparation for Residence Halls

- Pull all furniture away from windows. Expect water damage and flooding.
Place loose articles and electronic items away from windows and onto closet shelves and in dresser drawers; lock doors.
- Those students who reside in rooms that are equipped with bathtubs are requested to clean the tub and fill it halfway with water. Fill several small containers with clean, fresh water for drinking purposes
- All windows must be closed tightly. If window blinds are provided, the blinds should be down and closed.
- Do not tape window glass.

- Each student should provide his or her own flashlight and radio, with extra batteries.
- **Candles are not allowed.** Do not use candles because they are a fire hazard.
- Residents should provide themselves with an adequate supply of nonperishable foods and water to last two or three days.

Safety Procedures

- Follow instructions of public safety officers and emergency personnel.
- Residence hall students: follow the instructions of residential life staff.
- Stay indoors until advised to exit.
- Do not open windows or doors to see what is happening outside.
- Beware of the eye of the storm. The eye is the center of the hurricane, which may bring a temporary period when the air may be calmed. Do not leave your safety or shelter until advised by public safety or the local officials. Residential students will be notified by residential life staff.
- When the "all-clear" is given, exit your location with extreme care. Beware of electrical wires, broken glass, and falling or fallen objects.
- Do not enter structures, vehicles, or areas that are damaged; many people are killed after a storm by electrocution.
- For NSU opening information, call the NSU Hurricane Hotline at (954) 262-7300.
- Enter NSU property only after permitted, and follow safety instructions.

Broadcast Information

An email message regarding the university closure will be instituted within the NSU email system. The NSU telephone central switchboard will also be available for direct information.

Reopening Information

University staff members and students should tune into radio and television stations for a status report as to when the university will reopen.

Keep a portable radio and plenty of spare radio batteries.

Radio Stations

WIOD AM 610
WINZ AM 940
WFTL AM 1400
WHYI FM 100.7
WBGG FM 105.9
WRMA FM 106.7

Television Stations

WFOR Channel 4
WTVJ Channel 6
WSVN Channel 7
WPLG Channel 10
WLTV Channel 23
WYHS Channel 69

Reopening Confirmation

For reopening information, please call the NSU Hurricane Hotline at (954) 262-7300. NOVALERT is part of NSU's public safety program that includes safety, security, protection, and service. For other nonemergency information, services, or reporting, call the public safety office at (954) 262-8981. For additional information visit their Web site at www.nova.edu/cwis/pubsafety.

Identification Cards

The NSU Card is the official Nova Southeastern University identification card. All students and faculty and staff members affiliated with the university are required to carry the NSU Card at all times while on campus and to present their identification card when requested by authorized university personnel. The NSU Card features a digitized photo, digitized signature, SmartChip, and magnetic stripe.

The NSU Card is Nova Southeastern University's single-card program that combines a multitude of features including the following:

- identification purposes
- library privileges
- building access
- vending machine usage
- pay-for-print
- copier usage
- meal plans
- laundry

This high-tech card has an embedded antenna that will allow access to various areas around campus, from parking garages to computer labs.

The SmartChip, located on the front of the card, has the capability to store prepaid values in increments of \$1, \$5, \$10, or \$20, directly on the card. You are able to add these increments at the NSU Card Office as well as Cash to Chip machines that are available in various locations throughout campus and on all floors of the Alvin Sherman Library, Research, and Information Technology Center.

The NSU Card Office is located in the Horvitz Administration Building, and the HPD Card Office located in the Terry Building, room 1134. Please visit our Web site, www.nova.edu/nsucard for more information.

Interference with University Investigations and Disciplinary Proceedings

Interference with university investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by the Department of Public Safety, Office of the Dean of Student Affairs, Department of Residential Life, or any other university office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in university investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy university investigations or destroy university records or evidence. Interference with university investigations, disciplinary proceedings, or records may result in disciplinary action.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication(s)) regarding any university investigatory, administrative, disciplinary, or judicial proceeding is prohibited, if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding.

Communication related to the proceeding will be limited to identified individuals using administrative discretion on a need-to-know basis.

Jurisdiction of University Policies and Procedures

Students must adhere to NSU policies and procedures on the main campus; at any other NSU site; or while participating in any university-sponsored program, event, or activity.

Lake Swimming

Swimming in any lake, canal, and/or body of water on the Nova Southeastern University campus is strictly prohibited and any violators of this policy will subject to disciplinary action.

Life-Threatening Behavior

Nova Southeastern University recognizes that certain life-threatening behavior (e.g., suicide threats, gestures, or attempts; eating disorders; substance abuse; threats, gestures, or attempts to harm others) is a sign of personal distress. The university is committed to helping students alleviate whatever stress factors are precipitating life-threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect for all members of the university community, it is recognized that action must be taken when such behavior is considered by the university to be disruptive to and unacceptable in the academic and social/living environment.

Littering/Projecting Objects

Students may not throw, discard, place, or deposit litter or project objects from university buildings or on university grounds except in receptacles provided for such purposes.

Misuse of Telephones

NSU students who misuse telephone lines or university accounts will be subject to disciplinary action and restitution.

Noise

The university noise policy is based on the belief that all students have a responsibility to respect the rights, health, security, and safety of other university and community members. Excessive noise that disturbs the campus environment, unless approved by the Office of the Dean of Student Affairs or designee for a special event, is not allowed. Students are held responsible for the actions of their guests.

Off-Campus Violations

The university reserves the right to take disciplinary action for violations of the Code of Student Conduct and Academic Responsibility and university policies and procedures, even when they occur off campus.

Parent/Legal Guardian Notification

University personnel may use administrative discretion in parental or legal guardian notification in writing and/or by phone of a student under 21 years of age when alcohol or drug violations of the university occur or when a student's welfare is at issue.

Parking and Traffic Policies

- In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university, and a parking permit must be properly displayed.
- All administrators, faculty members, staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty members, staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.
- Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.
- The Public Safety Department is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The executive director of public safety will determine whether a disabled vehicle is allowed to remain on campus.
- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
- Trailers or mobile campers are allowed to be parked on campus only with written permission from the executive director of public safety.
- The maximum speed on any NSU driveway or roadway excluding those owned and managed by the town of Davie, Broward County, or the state of Florida is 15 miles per hour or less.
- All vehicle operators must obey public safety and police direction and instructions regarding operating and parking motor vehicles.
- Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.

For additional information, please visit the public safety Web site at www.nova.edu/cwis/pubsafety.

Pets

No pets or animals, other than fish, are permitted on campus, including all residence halls, with the exception of service animals.

Privacy of Records

The U.S. Department of Education's Family Educational Rights and Privacy Act (FERPA) is available at www.ed.gov/policy/gen/guid/fpco/ferpa or www.nova.edu/cwis/finaid/information/ferpa.html.

Several laws provide for significant safeguards for the protection of the privacy rights of students with respect to educational records and/or personally identifiable information. The applicable laws provide guidance regarding a student's right of privacy with respect to their educational records. Personally identifiable records or reports of a student and any personal information contained therein are to be maintained in a confidential manner that is consistent with university policy and procedure.

The Family Educational Rights and Privacy Act of 1974 (FERPA) places certain limitations on the disclosure of personally identifiable information maintained by the university with respect to students and limits access to educational records, including the right to access, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures, and the right to place a statement in such educational records explaining any information that he or she believes to be inaccurate or misleading.

The university has adopted a policy with respect to its educational records consistent with the requirements of FERPA and the regulations promulgated under the act.

NSU maintains a system of records that includes application forms, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by current and former students upon written request to the Office of the University Registrar. However, the registrar will not release transcripts of students' academic records until all accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: (a) student's name, (b) address, (c) dates of attendance, and (d) degree and awards received. Requests for such information must be submitted in writing to the university. The university reserves the right to refuse the above information if the reason for the request is not considered sufficient.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing before September 1 of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova Southeastern University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by the university if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate university staff member a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian of an appropriate university staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given 45 days or fewer from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the record that relates to him or herself.

Right of university to refuse access

The university or division reserves the right to refuse to permit a student to inspect the following records:

- financial records of the student's parents, or any information contained therein
- letters and statements of recommendations respecting admission or employment for which the student has waived his or her right of access
- records connected with an application to attend the university or component unit of the university if that application was denied
- those records that are excluded from the FERPA definition of educational records

Refusal to provide copies

The university reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in either of the following situations:

- the student has an unpaid financial obligation to the university
- there is an unresolved disciplinary action against the student

Health Care Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at Nova Southeastern University health care centers whether the information is electronic, paper, or spoken.

Because NSU operates health care centers, it is responsible for enacting privacy policies and procedures. The various NSU colleges, schools, and educational programs have enacted policies for their health care centers. NSU health care center staff members, students and faculty members are responsible for following the policies that have been implemented by the applicable NSU health care center.

In addition, the HIPAA privacy rule also requires that NSU provides education for health care center staff members, students, and faculty members. As such, all applicable NSU colleges, schools, and educational programs shall train their students rotating at NSU health care centers and other health care facilities in compliance with the requirements of NSU's HIPAA privacy policies and procedures, patient privacy and confidentiality practices, privacy laws, and the Federal HIPAA privacy regulations.

NSU students and faculty members may also be subject to the HIPAA privacy policies and procedures enacted by the various health care facilities in which they train. It is the responsibility of the student and faculty member to familiarize himself or herself with these policies upon entering each facility.

Any questions concerning the policies can be directed to the privacy contact of your NSU health care center or the NSU privacy officer.

Public Laws

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the university.

Sexual Misconduct and Harassment

The following three sections relate to NSU policy and definitions of sexual misconduct and sexual harassment.

Sexual Misconduct Policy

NSU, in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other similar state and federal statutes or regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety, and welfare of a member of the university community; or any person on university property; or at a university-sponsored or -supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

Definition: NSU acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

Consideration and rights to be afforded to all campus community members regarding the type of sexual assault:

- a. the right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity
- b. the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
- c. the right to be free from pressure that would suggest that the victim: (i) not report crimes committed against him/her to civil and criminal authorities or to the campus public safety and disciplinary official; or (ii) report crimes as lesser offenses than the victim perceives them to be
- d. the right to be free from suggestions that sexual assault victims not report, or underreport, crimes because (i) victims are somehow responsible for the commission of crimes against them; (ii) victims were contributorially negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity
- e. the right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident
- f. the right to have access to counseling services established by the university or other victim-service entities
- g. after campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants
- h. the right to be informed of disciplinary proceedings, as well as the outcome of such proceedings
- i. the same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings

Disciplinary Action: In addition to any criminal or civil actions that may be pending or in process, the university reserves the right to pursue separate disciplinary action against any individual who violates any portion of this policy.

Education and Information: The university, through the departments of the Office of the Dean of Student Affairs, residential life, recreation and wellness, and public safety, provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, and other sex offenses. This information is provided through scheduled and on-demand programs.

Nova Southeastern University students are encouraged to report to the police (9-911 on campus and 911 off campus), public safety (extension 8999 on campus and (954) 262-8999 off campus), and a university administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape. Professional staff members in the Office of the Dean of Student Affairs, residential life,

student counseling, and public safety are among those who are trained and willing to assist students who are victims of sexual assault.

If the victim then reports the crime to an administrator, the following procedure will prevail.

- **Third-Party Reports:** When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a student life and/or residential life administrator. If the person reporting that assault is a third party (not the victim), the administrator will do the following:
 - a. advise the reporter to counsel the victim to seek medical assistance
 - b. advise the reporter to encourage the victim to talk with a counselor from the Rape Center in Broward County, a staff counselor at the University Counseling Center, a student affairs and/or residential life administrator, the director of public safety, or some other university official
 - c. protect the confidentiality of the victim (if name is known)
- **Victim Reports:** If a student who is a victim of sexual assault reports the matter to a university administrator or any other university employee, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to authorize notification of the university Public Safety Office (PSO) of the occurrence of the crime, and then to cooperate with PSO and student life and/or residential life and housing in reporting the matter to the rape victim advocate in the state attorney's office and to local police. The victim will be assured of university support including reasonable confidentiality, full cooperation with any police investigation, and counseling through the University Counseling Center and the Rape Crisis Center. If the victim authorizes the notification of PSO, the administrator and/or employee will inform the Office of the Dean of Student Affairs, which will assist as liaison with PSO.

Harassment Statement

Harassment is defined as any conduct (words or acts), whether intentional or unintentional or a product of the disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm; or conduct, which intimidates, degrades, demeans, threatens, hazes, or otherwise interferes with another person's rights to comfort and right to be free of a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of the university; disturbs the peace and/or comfort of person(s) on the campus of the university; creates an intimidating, hostile, or offensive environment. It also includes any conduct (words or acts) in which the university can determine a threat exists to the educational process or to the health or safety of a member of the NSU community.

Sexual Harassment Policy

It is the intent of Nova Southeastern University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if

- explicit or implicit submission to sexual overtones is made a term or condition of employment or academic program status

- employment or academic program status decisions are made on the basis of whether submission to or rejection of sexual overtones occurred
- a sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work or academic program status performance

At Nova Southeastern University, sexual harassment of or by employees or students includes:

1. unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
2. requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic program status.
3. verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments, innuendoes, or actions that offend others.
4. engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or academic program status performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
5. creating a work or academic program status environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Nova Southeastern University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such a manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Office of Human Resources and should be reported promptly to the Director of Human Resources.

At Nova Southeastern University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. submission to or rejection of such conduct affects academic decisions
3. such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive academic environment
4. unwelcome physical contact, including but not limited to patting, pinching, or touching
5. offensive or demeaning sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure, or may report the conduct to the dean of the center, any other faculty member or the director of human resources. All reports of sexual harassment will be thoroughly investigated by the Office of Human Resources.

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including discharge.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is; therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

Smoking Policy

The university has adopted a "no smoking" policy in accordance with the Florida Clean Indoor Air Act, and evidence that indicates that passive smoking, i.e., involuntary inhalation of pollutants in the air produced by the smoking of others, is potentially harmful to nonsmokers in the closed environment of our buildings.

Accordingly, it is determined that there is no smoking in any Nova Southeastern University classroom/administrative facility.

Although smoking is permitted outside buildings, smoking should be done away from public entrances and exits so that those entering, leaving, and occupying the building will not be exposed to secondhand smoke. This policy does not apply to living quarters (residence halls), which are subject to a separate smoking policy.

Solicitation and Posting Policy

All on-campus sales and solicitations must be operated or sponsored by a university-recognized student organization and must receive the proper authorization. The Office of Residential Life and Housing must approve sales and solicitations in the residence halls. The Office of the Dean of Student Affairs must approve sales and solicitations in all other areas on campus.

The Office of the Dean of Student Affairs must approve all posters, flyers, and solicitations on campus. Solicitation includes the distribution of flyers, posters, and announcements. The Office of the Dean approves and posts flyers on designated campus bulletin boards (four in the Parker Building and one in the Rosenthal Student Center) and other areas on campus except in the residence halls (for the posting policy in the halls, contact the Office of Residence Life and Housing). Approved and stamped flyers are posted for two weeks, after which they are discarded. The event must be scheduled at least a week in advance in order for the flyer to be posted.

The following flyers are acceptable

- looking for a roommate
- selling a car, book, furniture, etc.

- events or information associated with NSU clubs and organizations
- events or information associated with NSU administrative offices or academic programs
- academic services and programs associated with NSU

The following flyers are not acceptable

- publicity making any reference to drugs or alcohol, containing discriminatory language, or containing inappropriate photos, graphics, or language
- outside vendor or company promotions
- outside vendor health insurance information

Approval of all information to be posted is at the final discretion of the Office of the Dean of Student Affairs. Flyers posted without the approval and stamp of the Office of the Dean of Student Affairs will be removed from the posting area. All posters should be removed from the posting area by the sponsoring organization after the event has ended. Flyers (maximum of five per event) will be approved in the Office of the Dean of Student Affairs, Room 100, in the Rosenthal Student Center.

Academic centers, colleges, and schools may have their own specific solicitation and posting policies that are not governed by the Office of the Dean of Student Affairs. See center, college, or school for their specific policies and procedures.

Stalking

Any individual who willfully, knowingly, maliciously, or repeatedly follows; harasses; attempts to contact or communicate (written, verbal or electronic); and makes a credible threat placing the individual in reasonable fear of death or bodily harm may be in violation of NSU's stalking policy. Such conduct is prohibited. Stalking causes substantial emotional distress in individuals and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

Student Publications

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Nova Southeastern University academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel; indecent, undocumented allegations; attacks on personal integrity; and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

- the student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage
- editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures

- all university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body

Theft or Unauthorized Possession

Students involved in the taking, sale, or possession of property without the consent of its owner or without proper remuneration may be subject to university disciplinary action and a fine, as well as arrest and prosecution by legal authorities.

Title IX Compliance Policy

Title IX of the Educational Amendments of 1972 prohibits sex discrimination in schools, whether in academics or athletics. In furtherance of Title IX, Nova Southeastern University has adopted a policy that complies with all regulations set forth therein. It is the university's policy that no student enrolled at NSU shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.

Travel

Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off of the main campus or at any NSU sites.

The travel office provides basic travel services for students, faculty members, and staff members. Please visit the travel office Web site for a current listing of NSU discounts with airline, car rental companies, and hotels at www.nova.edu/cwis/bsv/travel.

Trespass Policy

Nova Southeastern University reserves the right to prohibit trespass onto its property. University employees whose duties include building or property supervision or the general safety and protection of persons or property may issue a trespass warning. A trespass warning may be issued to students or nonstudents and may apply to an individual's vehicle, as well. The revocation of a person's privilege to be on the lands, within the buildings, or on the premises of the university may be restricted to time and place by the agent of the university issuing the trespass warning.

Unauthorized Entry

Any student who enters, attempts to enter, or remains in any room, building, motor vehicle, trailer, or machinery without proper authorization may be subject to university disciplinary action, as well as arrest and prosecution by legal authorities.

Unauthorized Possession of University Property

Students in possession of property owned or controlled by Nova Southeastern University without authorization for such property will be subject to university disciplinary action and/or restitution. In addition, students may be referred to legal authorities for prosecution.

Use of University Vehicles

All student use of university vehicles must be appropriately authorized. Student drivers must have completed the defensive driving course sponsored by public safety and have been approved to drive by university risk management. In addition, students are expected to adhere to the code of conduct, university policies and procedures, and all state and federal laws while operating a university vehicle.

Vandalism or Destruction of University Property

Defacing, littering, or damaging property of the university is prohibited.

Weapons

Weapons are prohibited on campus. A weapon includes

- any item designed to inflict a wound or cause injury to another person
- any item used to harass, threaten, intimidate, assault, or commit battery
- any item the university deems dangerous

Firearms and ammunition are strictly prohibited from the campus under all circumstances.

Worthless Checks

1. Students who make and/or deliver checks to Nova Southeastern University or any of its affiliates that are not honored by a bank for proper cause shall be subject to a charge for administrative costs, restitution, and disciplinary action.
2. Students who make and/or deliver worthless checks in payment of tuition and fees shall be subject to cancellation of their registration and denial of admission to classes until full restitution is made.
3. In addition, students who make and/or deliver worthless checks to the university or any of its agents may be subject to criminal prosecution by legal authorities.

NSU Resources



NSU Resources

Alumni Association

More than 76,000 men and women, residing in all 50 states and in 53 foreign countries, are Nova Southeastern University graduates. Increasingly, these individuals are to be found in the top echelons of business, industry, medicine, government, and education. The NSU Alumni Association gives alumni opportunities to build relationships, receive special benefits, and extend a hand to recent NSU graduates. For more information on alumni programs, call (954) 262-2118 or 800-541-6682.

Assistantships

A limited number of graduate assistantships are available within Residential Life and Housing, Career Services, Student Activities and Leadership Development, Student Development and Special Events, the Student Union, and the Office of Recreation and Wellness. Graduate assistantships provide on-campus housing, a monthly stipend, meal plan/declining balance, and tuition waiver in exchange for working within one of the student affairs departments. Contact the Office of the Dean of Student Affairs at (954) 262-7280 for more information. (Assistantship preference is given to students enrolled in the Conflict Analysis and Resolution Program with a specialization in College Student Personnel Administration.)

ATM

There are three automated teller machines (ATM) on Nova Southeastern University's main campus. They are located in the Rosenthal Student Center, the Terry Building of the Health Professions Division, and the Alvin Sherman Library, Research, and Information Technology Center.

Rosenthal Student Center

Union Planters Bank Customers: If you are a Union Planters Bank cardholder, the use of the ATM is a free service to you.

Union Planters Bank Noncustomers: If you are not a Union Planters Bank cardholder, Union Planters Bank, the owner of this ATM, may charge a \$2 fee for withdrawing cash. This fee is added to the amount of your withdrawal and is in addition to any fees that may be charged by your financial institution.

Health Professions Division

Heartland Cash Network, LLC, charges a terminal usage fee of \$2 for a cash withdrawal by a U.S. customer using an access card not issued by the owner of this terminal. This charge, which will be added to the withdrawal amount, is in addition to any fees that may be assessed by your financial institution.

Alvin Sherman Library, Research, and Information Technology Center

Heartland Cash Network, LLC, charges a terminal usage fee of \$2 for a cash withdrawal by a U.S. customer using an access card not issued by the owner of this terminal. This charge, which will be added to the withdrawal amount, is in addition to any fees that may be assessed by your financial institution.

Bookstore

The NSU Bookstore is located in the Rosenthal Student Center. The bookstore is open Monday–Friday, 8:30 a.m. to 6:15 p.m., and Saturday, 10:00 a.m. to 1:30 p.m. Call for information regarding extended hours at the beginning of the semester. The bookstore carries the required and recommended textbooks for classes. The bookstore also carries school supplies and a wide variety of school spirit merchandise. Customers may also special order any book in print at no additional cost.

Students at off-campus locations may order textbooks via the Web (www.nsubooks.bkstore.com), by phone, or by fax. The course number and section must be indicated when books are ordered. Books are shipped via UPS, usually within 24 hours.

The NSU Bookstore contact information is below:

NSU Bookstore
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-4750 or 800-509-BOOK
Fax: (954) 262-4753
Web site: www.nsubooks.bkstore.com

Refund Policy—Textbooks

- A full refund will be given during the first week of class with a receipt.
- After the first week, a full refund will be given up to 30 days after start of classes with a receipt if
 - within two days of purchase
 - with proof of schedule change
- All other textbook refunds within the first 30 days will be honored at 75 percent of the purchase price, with a receipt
- Textbooks must be in original condition
- Refunds for summer and special course sessions will be accepted for **one week only** after the start of class

Refund Policy—Non-Textbooks

All merchandise, other than textbooks, may be refunded anytime with a valid receipt. Without a receipt, a merchandise credit will be issued at the current selling price. Refunds will be given in original form of payment.

Software must be unopened for exchange or refund.

Buyback Policy

The NSU Bookstore is happy to buy your used books back every day. For the protection of all students on our campus, we require those selling books to show current student identification.

- The best time to sell your used books is during finals week.
- The bookstore will pay you 50 percent of the amount you paid if it was requested by your professors for required use next term and the bookstore is not overstocked.

- If the book does not meet these criteria, the prices the bookstore pays is based on current national demand.
- All books must be in good condition.
- Some books have little or no monetary value. Out of print books and old editions are not in national demand and the bookstore cannot buy them.

Bursar

See Student Financial Services and Registration section.

Campus Shuttle

To accommodate NSU students, a fleet of six shuttle buses has been added to service the permanent buildings on our 300-acre main campus. A fixed-route transit circulator system consisting of one two-directional route will be running on the NSU campus weekdays from 7:00 a.m. to 11:00 p.m. Although the buses will have a designated path to follow around the university, there are no set bus stops on campus. Rather, those wishing for a lift are encouraged to wave and ride as the buses make their respective rounds or wait for the buses in front of university buildings.

Career Services

Career Services is available to assist students and alumni in all aspects of career decision making and planning and in the job-search process. The purpose is to support Nova Southeastern University undergraduate students, graduate students, and alumni in the implementation of successful career plans. Through consulting and career-related resources, the center strives to educate students and alumni by teaching them how to

- develop a career life plan, from choosing a major to conducting a job search
- explore career and/or graduate/professional school opportunities
- secure employment

Career Services encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future. For further information, please contact Career Services at (954) 262-7201.

Community Service

NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

- Area Health Education Center Program
- Autism Consortium, (954) 262-7168
- Institute for Learning in Retirement, (954) 262-8471
- Mailman Segal Institute for Early Childhood Studies, (954) 262-6900
- Nova Singers, (954) 262-2107
- Center for Continuing and Professional Studies, (954) 262-8789

- Office of Volunteerism/Community Service, (954) 262-7297
- University Health Care Centers:
 - Sanford L. Ziff Health Care Center, (954) 262-4100
 - Pharmacy, (954) 262-4550
 - Dental, (954) 262-7500
 - Optometry, (954) 262-4200
- Baudhuin Preschool, (954) 262-7100
- University School, Upper School (954) 262-4400
- VOICES Family Outreach, (954) 262-4237
- Women's Resource Institute, (954) 262-8451

Computing Facilities/Campus and Student Educational Centers

The Office of Information Technologies' Technology Facilities unit maintains 48 MicroLabs: 33 on campus and 15 located among the Student Educational Centers and sites in Miami, West Palm Beach, Orlando, Tampa, and Jacksonville, Florida; Las Vegas, Nevada; and Kingston, Jamaica. The MicroLabs are staffed with full- and part-time personnel who assist students and faculty and staff members in the use of emerging technologies.

In addition to courses and workshops, the MicroLab maintains an open lab schedule available to all students at every MicroLab. Tutorials, where students can receive help with particular software applications, are held every Friday from 4:00 p.m. to 5:00 p.m. at the Alvin Sherman Library, Research, and Information Technology Center MicroLabs.

NSU's MicroLabs contain a wide variety of computer equipment for student use. The systems provide students with more than enough computing power to complete assignments. Every MicroLab is connected to the university's online computer network, providing access to the Campus Wide Information System (CWIS), the Electronic Library, and the World Wide Web.

The MicroLab also provides students and faculty and staff members with access to equipment such as scanners, printers, zip drives, CD-ROM burners, digital cameras, and other new technologies. MicroLabs are also equipped with pay-for-print stations that are accessed via student identification cards.

For further information, please contact the MicroLab at (954) 262-4533 or visit the Web site at <http://microweb.nova.edu>.

Counseling

See NSU Student Counseling section.

Dining Services

Campus dining is a large part of the college experience. Our goal is to make this experience the best it can be, by providing quality, nutritious food, a lot of variety, and an enjoyable atmosphere. Students at NSU never need to worry about finding a terrific place to eat on campus. NSU Dining Services has several loca-

tions on campus including many of your favorite national brands. Our facilities and staff offer a variety of menu and dining options, freedom of choice, and quality of service and product. We also recognize that superior service is essential to your dining satisfaction. We always encourage your comments and suggestions to help us continually improve our service to you.

It is our sincere hope that you will find your experience with NSU Dining Services an enjoyable one. We look forward to serving you.

Dining Locations

- **Rosenthal**

Located in the Rosenthal Student Center on the main campus, this food court features pizza, buffet salad bar, home-style entrees, full service grill, Coca-Cola fountain beverages, and delicious desserts.

Service hours during fall and spring semesters are Monday through Friday, 7:00 a.m. to 7:00 p.m.; Saturday and Sunday, from 11:00 a.m. to 7:00 p.m. Summer hours vary.

- **Connections Cafe**

"Not your average cup of Joe." This mantra could not be truer when referring to Java City coffee. The Connections Cafe distinguishes itself with a combination of great coffee, specialty and espresso drinks, gourmet pastries and desserts, and specialty sandwiches and salads. The cafe, located on the first floor in the NE corner of the Sherman Library, is a lively, warm, and friendly gathering place for a diverse crowd of coffee drinkers. The Connections Cafe does not just sell coffee; it offers the "coffee experience."

Service hours during fall and spring semesters are Monday to Thursday, 7:30 a.m. to 9:00 p.m.; Fridays, 7:30 a.m. to 4:00 p.m.; Saturdays and Sundays, noon to 5:00 p.m. Summer hours vary.

- **Supreme Court Cafe**

A coffee kiosk located in the atrium lobby of the Shepard Broad Law Center features Starbucks coffees, fresh baked pastries, and desserts.

Service hours during fall and spring semesters are Monday to Thursday, 8:00 a.m. to 7:30 p.m.; Fridays, 8:00 a.m. to 2:00 p.m.; and closed Saturday and Sunday. Summer hours vary.

- **HPD Cafe**

Located on the first floor in the Morton Terry Building, the HPD Cafe features comfortable indoor and outdoor seating. Menu selections include The Home Zone (featuring home style entrees), Salad Garden, Grille Works, Bene Pizza and Pasta, Montague's Deli, Tummy Yummy specialty desserts, Grab n' Go salads and sandwiches, and much more.

Service hours during fall and spring semesters are Monday to Friday, 7:00 a.m. to 3:00 p.m.; the HPD Cafe is closed Saturday and Sunday. Summer hours vary.

- **HPD Coffee Kiosk**

Located in front of the HPD library and Hull Auditorium, this coffee cart features Starbucks coffee beverages, gourmet pastries and desserts, specialty sandwiches, and salads.

Service hours during fall and spring semester are Monday to Thursdays, 7:30 a.m. to 3:00 p.m.; Fridays, 7:30 a.m. to 2:00 p.m.; it is closed Saturday and Sunday. Summer hours vary.

Monty's Cafe

This food court inside the Carl DeSantis Building includes

- **Freshens Smoothies** is the largest custom blended smoothie concept in the country and the fastest growing. All smoothies contain real whole fruit, are vitamin-fortified, and custom-blended in less than one minute. They are great tasting, kosher certified, and available in 24 unique recipes.
- **Einstein Bros Bagels**—Looking for food that is fast, but never tastes that way. Think Einstein Bros Bagels. It's not just about bagels anymore. High-quality food is the standard here, with a diverse menu ranging from gourmet, to-go coffee and specialty coffee drinks to baked goods, salads, made-to-order sandwiches, and decadent desserts.
- **Bene Pizzeria**—Experience the great Italian classics... Bene (pronounced BEN ay), which means good, is pasta made to please. Try your favorites prepared with authentic ingredients. We feature Old World pizza, flavor-filled calzones, flatbreads, zesty Mediterranean casseroles, baked pasta entrees, and more.

Service hours during regular semesters are Monday to Friday, 7:30 a.m. to 6:30 p.m.; Saturdays, 7:30 a.m. to 3:00 p.m.; and closed on Sundays. Summer hours vary. Hours subject to change.

For further information, please contact the campus dining office at (954) 262-5300.

Meal Plans

Declining balance accounts are geared specifically to make your life simpler. A magnetic strip on the back of your student ID card works with our computer system to identify you as a plan member. Our declining balance account is simple, economical, and designed to best meet the needs of your busy campus lifestyle.

Declining balance (DB) dollars may be used at any NSU Dining locations, without restrictions to time of day or frequency of use. Students will be allowed to add additional dollars to their declining balance, at any time, in increments of \$100.

Students may sign up for a declining balance account at the NSU Card Office located in the Horvitz Administration Building and the HPD Card Office, which is located in the Terry Building, room 1134.

Health Care Centers

See Student Medical Centers section.

Libraries

The Alvin Sherman Library, Research, and Information Technology Center, which forges a joint-use partnership with the Broward County Board of Commissioners, opened on December 8, 2001. This library has five levels, 325,000 square feet, a 3,800-square-foot atrium lobby, 1,200 user seats (1,000 with Internet access), 100 reference computer workstations, space for 1.4 million volumes (books, journals, and periodicals), 1.2 million microform units, and a centralized circulation area. A multi-story parking garage with more than 1,500 spaces is near the library.

The university library system is composed of the joint-use library, East Campus Branch Library, Health Professions Division Library, Law Library, North Miami Beach Branch Library, Oceanographic Library, and four school libraries on the main campus. Agreements have been signed with 19 academic libraries throughout the world to provide library support for NSU programs offered in specific geographical areas. The catalogs of all libraries are accessible to local and distance educa-

tion students and faculty members, wherever they may be located, via computers using the Electronic Library. Overall, the university's libraries house approximately 410,000 volumes and 1,300,000 microform units. Online databases complement the paper-based holdings and provide full-text resources. Interlibrary loan arrangements through networked organizations such as the Online Computer Library Center (OCLC), the Southeast Florida Library Information Network (SEFLIN), the Consortium of Southeastern Law Libraries (COSELL), and the National Library of Medicine (NLM) provide broad access to a wide range of materials.

To augment the libraries' print materials, the Office of Media Services has an extensive collection of more than 1,200 items of nonprint materials (principally audiovisual materials), and a video production studio to support classroom instruction. In addition, the center provides technical assistance for distance learning delivered by teleconferencing. The university's microcomputer laboratory resources include a growing inventory of instructional software for use by students and faculty members.

For further information on the campus libraries, please visit the library's Web site at www.nova.edu/library.

Miami Dolphins Training Facility

The Miami Dolphins Training Facility is located on NSU's main campus. During the summer months, the Miami Dolphins football practice and the Junior Training Camp are open to the public. The Pro Shop at the training facility is open year-round to the public. For further information, please call (954) 452-7000.

Nova Singers of Nova Southeastern University

More than 125 men and women voluntarily perform unpaid choral engagements throughout the year. These musical ambassadors for the university give their time and talent to bring classical choral music to all of South Florida. For further information, please call (954) 262-2107.

NSU Athletics

Nova Southeastern University recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program's mandate and in accord with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes.

The Department of Athletics at NSU is widely regarded as one of the most successful intercollegiate athletics programs in the southeast United States. The NSU Department of Athletics offers 13 intercollegiate athletic programs (Eight women's sports and five men's sports).

Men: Baseball, basketball, cross-country, golf, and soccer

Women: Basketball, cross-country, golf, rowing, soccer, softball, tennis, and volleyball

During the 2002–2003 school year, NSU joined the National Collegiate Athletic Association (NCAA) Division II as a provisional member of the Sunshine State Conference. The NCAA includes more than 1,200 other institutions, conferences, organizations, and individuals. The Sunshine State Conference is one of the most respected conferences in the country. Dubbed the "Conference of National Champions," SSC teams have won a total of 55 national championships since the conference's inception in 1975.

Athletics Web Site

The NSU Sports Information Department maintains, creates, and manages all editorial, statistical, and biographical content for the official NSU Athletics Web site. The NSU Athletics Web site can be accessed at <http://nsuathletics.nova.edu>. The NSU Athletics Web site also provides cutting edge multimedia features such as live audio broadcasts of select NSU athletic events and functions, as well as live statistical information during select home games. A complete audio broadcast schedule as well as archived broadcasts of past events can be viewed on the NSU Athletics Web site through the following link: <http://nsuathletics.nova.edu/statistics/liveaudio.cfm>.

NSU Student Counseling

NSU Student Counseling provides free and confidential counseling services for all campus-based Nova Southeastern University students, with the exception of those in the SHSS Family Therapy Program. Students seek counseling for a variety of reasons, including school-related stress (from relocating, family demands, exam pressure, or problems with study habits and time-management), substance-abuse problems, emotional distress (such as anxiety or depression), and relationship and sexual difficulties. Counselors are sensitive to and respectful of clients' ethnic and cultural background, religious beliefs, and sexual orientation. To schedule an appointment that fits your schedule and needs, or to just find out more information, call (954) 262-7050. During office hours, an intake person will answer your questions, and, if you wish, make a first appointment. After hours and on weekends and holidays, an on-call counselor is available at the same number to respond to crisis situations.

Off-Campus Housing

The Off-Campus Housing Office is located on the first floor of the Goodwin Residence Hall in Room #110. This office provides students with rental information, roommate matching, renting and purchasing furniture, rental discounts, and anything to do with off-campus housing. This office will try to make your off-campus housing search fun, free, and a pleasant experience. For additional information please feel free to call (954) 262-6468 or visit us on the Web at www.och101.com/nova

Office of International Students (OIS)

The Office of International Students is enthusiastically committed to providing essential services to assist international students and visiting scholars at NSU achieve their academic goals. OIS serves as a resource to the university community and provides services and counseling expertise aimed at guiding individual students and scholars through the complexities of U.S. government visa regulations. The OIS acts as a liaison with federal agencies such as the INS, USIA, U.S. Department of State, and foreign governmental agencies.

More than 700 international students and scholars from more than 90 countries have selected NSU as their academic destination. Our office provides a wide variety of support services in the areas of

- F-1 and J-1 visa counseling
- transfer assistance
- reinstatement
- travel documentation
- on- and off-campus employment
- practical training
- extension of stay

- Social Security
- taxes
- health insurance
- cross-cultural activities
- international student orientation

The OIS is committed to welcoming international students, scholars, and their families while facilitating their transition to life at Nova Southeastern University. For further information, contact OIS at (954) 262-7240 or visit our Web site at www.nova.edu/cwis/registrar/isss.

Pay-for-Print

NSU provides students with laser printing capabilities in the libraries, computer laboratories, and student educational centers. NSU Card print release stations, located adjacent to each of the university printers located in the public and student areas, control the process. Each registered NSU full-time and part-time student receives a credit for 500 print-copies per academic year (July 1 through June 30) on their NSU Card. Once the credit allocation has been used, the student is charged 10 cents per print-copy. Unused credits cannot be carried over to the following year. This credit applies only to printing and is not for use with NSU copiers. The pay-for-print credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Cash stations are available for the public and for NSU students to add value to their NSU Cards.

Public Safety

The Public Safety Department provides protection and service for all students 24 hours a day. Public safety should be called to report all emergencies, crimes, or suspicious persons or situations. Public safety also provides assistance in jump-starting vehicle batteries, giving vehicle owners access in case of lockouts and, when appropriate, giving NSU community members entry to locked buildings or offices. The NOVALERT emergency number is (954) 262-8999 (ext. 8999 from on-campus phones).

Blue Light Telephones:

Blue light telephones designate a public safety emergency telephone. There are a number of these push-button communications throughout the campus. These blue light phones allow you immediate communication with a public safety officer. If you have a concern or questions, please go to a blue light phone and push the button on the face of the unit. Public Safety will respond immediately. Your communication need not be an emergency.

For more information, please visit their Web site at www.nova.edu/cwis/pubsafety.

Recreation and Wellness

The Office of Recreation and Wellness provides formal and informal recreation and wellness programs to the students, faculty members, and staff members of NSU. A comprehensive recreation program provides intramural sports, outdoor adventures, special events, aerobic and fitness programs, recreation instruction, martial arts, and much more. Offerings currently include volleyball, football, basketball, soccer, softball, golf, tennis, horseback riding, scuba diving, kayaking, snorkeling, deep-sea fishing, swimming instruction, golf classes, tennis instruction, martial arts, step aerobic classes, aerobox/kickbox classes, body sculpting, Pilates, and yoga classes. The wellness programs promote well-balanced healthy lifestyle choices for the NSU community. Programs and services offered

include a health information resource center, student health insurance, campuswide health promotion programs, a monthly newsletter, speaker series, awareness program, and support groups.

The Recreation and Wellness Department is housed in the university recreational sports complex known as the RecPlex. This facility boasts two tennis courts, three basketball courts, a 2,600-square-foot swimming pool, covered patio area, cardiovascular exercise equipment, and men's and women's locker/shower rooms. The facility is open approximately 100 hours each week and is available to all NSU faculty members, students, and staff members who have a valid NSU ID card. For further information, please contact the Office of Recreation and Wellness at (954) 262-7301.

Registrar

See Student Financial Services and Registration section.

Residential Life and Housing

NSU offers a residential living program that is designed to meet a wide array of student needs. Students who live on campus have numerous opportunities to participate in a variety of programs and activities that maximize intellectual growth and personal development. The following types of facilities and amenities are offered:

Leo Goodwin Sr. Residence Hall

The Leo Goodwin Sr. Residence Hall opened in 1992. This state-of-the-art residence hall facility will house 320 students during the 2004–2005 academic year. The Leo Goodwin Sr. Residence Hall is the primary undergraduate facility; each room is built for single, double, or triple occupancy and features a private bathroom, large closet space, and high ceilings. Each room is furnished with beds, desks, desk chairs, dressers, and a built-in storage/counter facility. The building houses a classroom, computer lab, study lounges on each floor, laundry facilities, a kitchen, large TV lounge, and the Office of Residential Life and Housing.

Nova Southeastern University requires all Farquhar College of Arts and Sciences Professional and Liberal Studies (day) undergraduate students with 0–48 credit hours to live on campus unless one or both of the following criteria applies:

1. You are married.
2. You reside with your immediate family (mother, father, or legal guardian) within the tricounty area (Broward, Miami-Dade, and Palm Beach).

If you are over the age of 25 or married you have the option to move into the graduate apartments or live off campus.

Founders, Farquhar, and Vettel Halls

These residence hall facilities each will house approximately 50 upper-class, undergraduate residents during the 2004–2005 academic year. Each building has recently undergone major renovations, which included new doors, tile, paint, kitchens, and appliances. Each apartment is furnished and features single, double, and triple options; a kitchen with a full refrigerator and stove; a private bathroom; and a living room.

Cultural Living Center

The Cultural Living Center (CLC) was built in 1984 and houses approximately 135 graduate students in the 2004–2005 academic year. Its unique balcony structure makes it a popular choice for returning graduate students. Each apartment is furnished and features one or two bedrooms, kitchen with full refrigerator and stove, private bathroom, and a living room.

For further information, please contact the Office of Residential Life and Housing at (954) 262-7052 or visit the Web site at www.nova.edu/reslife.

Off-Campus Housing

For those students who are interested in obtaining housing off campus, the Office of Residential Life and Housing can assist you as well. This service will make your off-campus housing search a fun and pleasant experience. In addition, our off-campus housing coordinator can assist you with finding a place to live near any of NSU's campuses. Please feel free to contact the off-campus housing coordinator in the Office of Residential Life and Housing at (954) 262-7060 or visit the off-campus housing Web site at www.nova.edu/reslife/offcampus.

Student Financial Services and Registration

Student Financial Services and Registration incorporates the Office of the University Registrar, the Office of the University Bursar, the Office of Student Financial Assistance, and the One-Stop Shop. These offices are located in the Horvitz Administration Building on the main campus.

WebSTAR and students' NSU email accounts are the official means of communication for the Office of Student Financial Services and Registration. Students may access WebSTAR at <http://webstar.nova.edu> with their NSU Personal Identification Number (PIN). Services available through WebSTAR include accessing student status, financial aid status (including awards, required/missing documents), transcript and grades, making WebCheck or credit card payments, reviewing billing and payment information, and information regarding obligations as well as permitting students to change addresses.

Office of the University Registrar

The Office of the University Registrar provides a variety of diverse services to the university community. Working closely with the academic centers, colleges, and schools, this office strives to be customer oriented and responsive to a variety of student and university needs. Services include, but are not limited to, course registration, transcript processing, grades, loan deferment and enrollment verification requests, degree conferral, commencement, and general university information.

The Registrar also includes the Office of International Students. This office focuses upon providing services and counseling aimed at guiding international students and visiting scholars through the complexities of U.S. government visa regulations. More information is found under the section relating to the Office of International Students.

For further information, please access the Registrar's Web site at www.nova.edu/cwis/registrar or call 800-806-3680.

University Bursar

The Office of the University Bursar is responsible for collecting tuition and fees, residence hall charges, and meal plans charged to students' accounts. Refunds resulting from student loans, scholarships, and

grants are handled by loan disbursing. Refunds are not issued until loan proceeds are received by NSU. It is the policy of NSU that payment is due within 30 days from the start of the term. If payment is not made within 30 days, the student's account will be assessed a \$50 late payment fee and a hold will be placed on the account preventing any additional registrations. Payment may be made by cash, check, and credit card. The term "check" includes money orders, traveler's checks, cashier's checks, loan checks, personal checks, international checks (in U.S. funds only), and certified checks. NSU accepts Discover, MasterCard, VISA, and American Express. Please contact the bursar's office at 800-806-3680 for other payment arrangements, such as wiring funds from abroad. Credit card and WebCheck payments via the Web are available from the student's secure WebSTAR account.

Direct deposit is the fastest way to receive refunds. In order to be eligible for this service, students must complete the direct deposit authorization form. The authorization form appears on the student's monthly statement or may be printed from the NSU bursar's Web site at www.nova.edu/cwis/bursar under loan disbursing and mailed or faxed to the bursar's office with a voided check (required). The student's direct deposit authorization will remain in effect until canceled in writing and received by the bursar's office. Students should notify the bursar's office if they move or change banks. For further information, contact the bursar's office at 800-806-3680.

Office of Student Financial Assistance

The Office of Student Financial Assistance assists students in obtaining funds necessary to pursue their educational objectives. Financial assistance includes grants, loans, student employment, and scholarships. In order to be considered for federal and most state aid, students must complete the Free Application for Federal Student Aid (FAFSA), meet specific eligibility criteria, and be enrolled or accepted for enrollment as a regular student (i.e., all admissions requirements/documents have been satisfied) working toward a degree or certificate in an eligible program. For more detailed information regarding the financial aid process, contacts, policies and procedures, and other pertinent information, students should visit the NSU financial aid Web site at www.nova.edu/cwis/finaid.

The earlier students apply, the more chance they will receive funds in a timely manner, if eligible. The preferred method for applying for financial aid is online through FAFSA on the Web at www.fafsa.ed.gov, which saves processing time and reduces the chance of errors due to edit checks. Students should include their email addresses on the FAFSA in order to receive information via email, including their Student Aid Report (SAR) and financial aid history.

The Office of Student Financial Assistance staff is available to assist students in the completion of the FAFSA, and answering questions concerning the financial aid process. For further information, please call 800-806-3680.

Student Employment

Nova Southeastern University participates in several types of student employment programs: the federally funded Federal Work-Study Program (FWS), the America Reads and America Counts Programs (also funded by FWS), the institutionally funded Nova Southeastern University Student Employment Program (NSUSE), and the Job Location and Development Program (JLD).

The objectives of the student employment programs are

- to offer jobs to students who need to earn funds and to help pay for their educational expenses
- to provide work experience that will enhance the student's educational and/or occupational goals
- to provide services that would otherwise not exist for Nova Southeastern University or for other participating public or private profit and nonprofit organizations.

Questions concerning the student employment programs should be directed to the assistant manager of student employment at 800-806-3680, Monday through Friday between 8:30 a.m. and 5:00 p.m. The Student Employment Office is located in the Office of Student Financial Assistance, located in the Horvitz Administration Building. Further student employment information is available on the NSU financial aid Web site at www.nova.edu/cwis/finaid/stuemployment.html.

NSU's student employment programs are administered without regard to race, color, religion, national origin, sex, disability, age, or political beliefs.

Veterans Benefits

The Veterans Benefits office is located in the Office of Student Financial Assistance. Department of Veterans Affairs (DVA) Educational Benefits are designated to provide eligible individuals with an opportunity for educational and career growth. For more information, please contact the veterans benefits specialist at 800-806-3680, Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m., or visit the veterans benefits Web site at www.nova.edu/cwis/registrar/veterans. See the Veterans Affairs listing in this handbook.

One-Stop Shop

The One-Stop Shop incorporates staff from the Office of Student Financial Assistance, the Office of the University Bursar, and the Office of the University Registrar. The staff is cross-trained to answer students' inquiries and provides information regarding all three areas. Other services include providing official and unofficial academic transcripts and NSU parking decals (a valid registration is required). The office is located in the Horvitz Administration Building at the main campus. Operating hours are Monday through Thursday from 8:30 a.m. to 7:00 p.m., Friday from 8:30 a.m. to 6:00 p.m., and Saturday from 9:00 a.m. to noon.

Student Medical Centers

The Health Professions Division Health Care Centers serve an important function and are an integral part of the HPD training programs. They provide a vital community function by bringing health care service to areas whose medical needs traditionally have gone unmet.

Sanford L. Ziff Health Care Center

A primary care facility with state-of-the-art, full-service, radiologic-diagnostic capabilities. Contained at the health care center are family medicine, pediatrics, x-ray, occupational therapy, pharmacy, physical therapy, physical medicine and rehabilitation, an optometric center, optical dispensary, OB-GYN, dermatology, and general internal medicine. Complete dental services are available next door at the clinics operated by the NSU College of Dental Medicine. Ambulatory medical, optometric, and dental care is made available during regular business hours for the university community. When a student or a member of his or her family needs care, he or she may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. For urgent situations, contact the University Health Service at (954) 262-4100. Most insurance policies are accepted by the health facility for medical services.

Consultation with specialists, when needed, will be arranged by the University Health Service, and such specialty care will be the student's financial responsibility. Direct visits to specialties without referral by the University Health Service are strongly discouraged.

Campus Pharmacy

Located adjacent to the Ziff Health Care Center is the pharmacy where prescriptions, over-the-counter remedies, herbal, and homeopathic remedies are available. The pharmacy Wellness Center addresses diabetes, high blood pressure, and other diseases.

Hours are as follows:

Monday–Friday, 9:00 a.m.–6:00 p.m.

Saturday, 9:00 a.m.–1:00 p.m.

For additional information, contact (954) 262-4550.

Veterans Affairs

The Office of Student Financial Services and Registration oversees the process of veterans' benefits. Eligible veterans and their dependents should contact

Nova Southeastern University
Office of Student Financial Services and Registration
Attn: Veterans Benefits
3301 College Avenue
Fort Lauderdale, Florida 33314-7796.

For further information, please call (954) 262-7236; toll free 800-806-3680, ext. 7236. If you have any questions concerning eligibility, you may contact the Department of Veterans Affairs (VA) at 888-442-4551 or visit their Web site at www.va.gov.

Standards of Progress

A student receiving veterans benefits must maintain satisfactory progress. Students will be considered to be making satisfactory progress as long as they meet the academic standards set by their school for retention in their degree programs.

A student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be certified, in a probationary status, for only one additional evaluation period. Should this student not attain and maintain satisfactory progress by the end of the probationary period (one evaluation period), the student's VA educational benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one evaluation period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

For VA payment of benefits purposes, an Incomplete (I) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one calendar year unless permission for a delay is granted by the academic dean for that program. An no grade (NG) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one regular semester unless permission for a delay is granted by the academic dean for that program.

Grade/Progress Reports

Each VA student will be provided a grade/progress report at the end of every evaluation period (e.g. term, semester). A copy of each report will be placed in the student's permanent file maintained by the school. The university periodically furnishes each student with a working transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, plus grades for courses in which the student is currently enrolled.

Credit for Prior Training (CPT)

Nova Southeastern University complies with federal regulations for veterans' training that it is mandatory for all veterans benefit recipients to report either prior education and/or training. A student receiving veterans benefits that have previous post-secondary educational training/experience must request official transcript(s) be sent to the school. If the transcript has not been received prior to the end of the student's second term here at Nova Southeastern University, the student can not be certified for veterans benefits for the upcoming term. The student can be certified for veterans benefits after the transcript has been received.

The school will evaluate the student's previous training and/or experience and grant credit as appropriate. Should credit(s) be accepted and/or granted, the student's tuition and training time will be reduced proportionately, with the veteran and VA so notified.

Wireless Networking—NSU WINGS

NSU's wireless networking project, NSU WINGS, provides mobile network access for the students of the university. The wireless network is available at all NSU campuses and student educational centers. For information and instructions on registering for NSU WINGS, please visit www.wireless.nova.edu.

Women's Resource Institute (WRI)

The Women's Resource Institute is a program for all people. The WRI provides information and referral services for problems that may be interfering with employee/student well-being, including domestic violence, substance abuse, career changes, financial crisis, or other issues. The WRI is located in House Four on the northwest corner of SW 75th Avenue and SW 36th Street on the main campus. The WRI can be reached at (954) 262-8451.

Academic Center Specific Policies and Procedures
Health Professions Division



Health Professions Division

Building Hours

The executive and administrative offices of the Health Professions Division are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The library maintains its own hours (see Library section.)

Financial Affairs

Yearly Fees and Expenses

Student Activities Fee	\$125
Lab Fee (only for Osteopathic Medicine, Dental Medicine, and Medical Sciences students)	\$100
Equipment/Lab Fee (only for Optometry students).....	\$25*
Student Fee (only for Osteopathic Medicine students)	\$35
Technology Fee	**
Graduation Fee (Seniors only)	\$225
Graduation Fee (Postgraduate Dental Students).....	\$100
Graduation Fee (B.S./Vision Science)	\$40
Late Payment Fee.....	\$50
I.D. Replacement	\$20
Diploma Replacement	\$35
Official Transcripts.....	\$5

* Per student, per term for fall and winter

** University fee to be announced; not to exceed \$150, when implemented.

Charges and Payments

Tuition charges are automatically calculated when students register for classes. Students are expected to pay in full at the time of registration, or have completed the necessary paperwork for financial aid and have been awarded. Students may pay for tuition using credit cards: MasterCard, VISA, American Express, College Card, or Discover. Credit card payments may now be made online.

Late Payment Fee

Students with any balance unpaid by the 30th day of the semester will be assessed a \$50 late payment fee and a hold will be placed on their account. In addition, no further registrations will be accepted until the balance is paid in full.

Late Registration

Students who have completed one full year at the university and who cannot meet their financial obligations by the 30th day of class are considered late registrants. Students who register after the late

registration date established by their college will be charged a late fee or penalty established by the university or the division.

The following will apply:

- recipients of Armed Forces scholarships shall be allowed up to two months' grace period without penalty
- when confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months

Consequences for Nonpayment

The student's failure to meet financial obligations in accordance with university policy at the end of 70 days will result in an automatic letter of notification being sent to the student informing him/her that failure to resolve his/her financial obligation within 10 days will result in administrative withdrawal from class. The university bursar shall

- identify those students who have still failed to meet their financial obligation at the end of each 30-day period
- notify those students of their failure to pay
- forward to the program office the names of all students in delinquent status for the program office to take appropriate administrative action

The university registrar shall notify those students an administrative withdrawal has been posted for their classes and they shall not receive any academic credit for the course work taken.

Tuition Refund Policy—Voluntary Withdrawals

Students who wish to withdraw must submit a written request for voluntary withdrawal to the dean, who will evaluate the student's request. After completing the required withdrawal form(s) and obtaining the dean's approval, an eligible student may receive partial refund of the tuition, according to the following formula:

First three class days	70 percent
Fourth or fifth class day.....	60 percent
Sixth or seventh class day.....	40 percent
Eighth, ninth or tenth class day	20 percent
After the tenth class day.....	0 percent

No refunds will be made thereafter. (Students with questions should consult the program office.)

Students will not be given refunds for portions of tuition paid by financial aid funds. Instead, the respective financial aid programs will be credited in accordance with federal regulations, which establish the following requirements for recipients of Title IV student assistance funds (guaranteed student loans and auxiliary loan program).

The regulation requires that if the student has received a financial aid overage to assist with related, but indirect educational costs, e.g., living expenses, books, supplies, transportation, and/or personal expenses, this must be prorated for the period the student attended the institution. The student must then refund the difference (between the actual overage and prorated amount) to the institution for restoration to the appropriate Title IV account.

Failure to comply with these requirements could jeopardize future receipt of the Title IV student assistance funds at any institution of higher education the student may attend.

A refund due the student will be mailed to the student's permanent home address or deposited directly into his or her checking account as soon as the dean of the respective college has approved the withdrawal. The tuition refund policy is subject to change at the discretion of the university's board of trustees.

Student Financial Aid

The Office of Student Financial Assistance assists qualified students to obtain the funds necessary to pursue their educational objectives. In order to be eligible for student financial aid, students must complete the U.S. Department of Education's Free Application for Federal Student Aid (FAFSA), and meet federal general eligibility criteria. A need analysis is performed, utilizing information from the FAFSA to determine the student's Expected Family Contribution (EFC), or the amount the student and the student's family can contribute toward the student's educational expenses. Financial need is defined as the difference between the institution's Cost of Attendance (COA) and the EFC. The university's cost of attendance includes tuition and fees, books and supplies, meals, housing, transportation, and personal expenses.

The fastest way to apply for the FAFSA is online through FAFSA on the Web at www.fafsa.ed.gov. By applying electronically, financial aid information is forwarded to the Office of Student Financial Assistance within 72 hours, expediting the awarding process, and reducing errors due to built-in edits. Students should request a Department of Education Personal Identification Number (PIN) online through www.pin.ed.gov. By using the PIN, students eliminate the need to send a signature page.

Undergraduate students may be eligible for grants, student employment, loans, and scholarships. Graduate/professional students may be eligible for loans in the form of both the Federal Subsidized and Unsubsidized Stafford Loans, and private/alternative loans, as well as scholarships. In order to successfully complete the financial aid process, students should apply early, provide all necessary documents and requests to the Office of Student Financial Assistance in a timely manner, register for the minimum number of credits required per term, and meet required deadlines.

For more information regarding the financial aid process, contacts, and other pertinent information, students may visit the NSU Financial Aid Web site at www.nova.edu/cwis/finaid. Students will be notified of missing information, their financial status, award notifications, and other financial aid related information via their NSU email addresses.

Office of Student Financial Assistance hours of operation:

Monday–Thursday, 8:30 a.m.–7:00 p.m.

Friday, 8:30 a.m.–6:00 p.m.

Saturday, 9:00 a.m.–noon

Sunday, closed

For further assistance, please call (954) 262-3380 or 800-806-3680.

Short-Term Emergency Loans

The Office of Student Financial Assistance administers preloans for students who encounter emergency situations prior to receipt of financial aid refunds. Students must be enrolled for the term, have a completed financial aid file, and must be receiving financial aid with sufficient funds to cover total charges due the university, the loan amount, and the processing fee charged. When approved, disbursement is made by check or direct deposit within one week of receipt of the student's application.

Return of Title IV Funds

Effective July 1, 2000, the Department of Education established new requirements with regard to return of Title IV aid received by students who withdraw from all their courses during a term for

which a payment has been received. Students receiving Title IV funds, whether used to pay institutional charges or disbursed directly to the student, may be obligated to repay a portion of unearned funds if they withdraw from classes before 60 percent of the term. A repayment may be required when cash has been disbursed or could have been disbursed from Title IV aid (other than Federal Work-Study) in excess of the amount of aid the student earned during the term. Students will be permitted to keep 50 percent of their obligated Title IV grant aid.

It is important that students notify the Office of Student Financial Services and Registration and the Office of the Dean if they intend to withdraw. Students will be notified within 30 days of determination of withdrawal with regard to the amount of Title IV aid to be repaid. If the student did not officially withdraw, the university will use either the midpoint or last academically related activity as confirmed by an NSU employee. The student will have a maximum of 45 days to respond.

It is important that students notify the Office of Student Financial Services and Registration and the Office of the Dean if they intend to withdraw. Students will be notified within 30 days of determination of withdrawal with regard to the amount of Title IV aid to be repaid. If the student did not officially withdraw, the university will use either the midpoint or last academically related activity as confirmed by an NSU employee. The student will have a maximum of 45 days to respond.

Students may apply for a leave of absence. The leave of absence is a temporary interruption in the student's education rather than a withdrawal from the school. The student who is on an approved leave of absence retains in-school status for purposes of Title IV funds. Generally, there is only one leave of absence given to a student within a 12-month period. However, more than one leave of absence may be granted for limited, well-documented cases due to unforeseen circumstances. Upon the student's return from the leave of absence, the student must be permitted to continue his/her education where he/she left off. If the student does not return from an approved leave of absence, the student's withdrawal date will be the date he/she begins the leave of absence.

When a student owes a refund, the order of repayment is as follows: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal Pell Grant, FSEOG, and other Title IV aid. An exit interview is required for any student who has received a loan.

More information regarding this policy is available on the NSU Financial Aid Web site at www.nova.edu/cwis/finaid.

Note: Dismissal will result in termination of veterans' benefits where applicable.

Health Professions Division Library

The HPD Library is located on the first floor of the Health Professions Division Laboratory/Library Building, 3200 South University Drive. It contains card and computerized catalogs of holdings; more than 50,000 book titles; more than 1,500 active journals; more than 1,500 audiotapes, videocassettes, slide sets, and CD-ROMs; and a current file of pamphlets and news clippings. Twenty-four group study rooms are equipped with videotape players and monitors, and slide projectors are available for viewing slides. Seven coin- and card-operated duplicating machines are available for library patrons. The library maintains an Internet Web site, which allows access to several health-related and other electronic databases, many of them full-text, including MEDLINE and MDConsult. Membership in the National Library of Medicine and various consortia provides for cooperative lending relationships, which affords HPD students and faculty members access to international library holdings. Students have checkout privileges at the other NSU libraries. Professional reference assistance is available during most operating hours.

The hours of service are

Monday–Thursday, 7:30 a.m.–midnight

Friday, 7:30 a.m.–11:00 p.m.

Saturday–Sunday, 10:00 a.m.–10:00 p.m.

Holiday, vacation, and extended hours during examination times will be posted.

For further assistance, please call (954) 262-3106.

See Libraries section of the *Student Handbook* for information about NSU's Alvin Sherman Library, Research, and Information Technology Center.

Lost and Found

Items found on school property are turned over to campus security for disposition and storage. Please contact the NSU Public Safety Department to find the location for claiming such items and reporting lost items.

Mailbox and Message Center

Mailboxes for intracampus memos and notices can be found in the student lounge area. Students are responsible for checking their mailboxes daily. Official communications delivered to the student mailbox are assumed to be seen within 24 hours. Postgraduate Pharm.D., Ph.D. physical therapy, Ph.D. occupational therapy, O.T.D. occupational therapy, and master of health science students do not have mailboxes.

Microcomputer Laboratories

The Health Professions Division maintains two separate Microcomputer Laboratories (MicroLabs). One of these laboratories is located in the HPD Library to the right of the front desk. It contains two networked laser printers, a color scanner, and 40 desktop computers equipped with Windows 95, Microsoft Office (Word, PowerPoint, Excel, and Access), and WordPerfect. The second MicroLab is located on the first floor of the Assembly II Building. It has 50 desktop computers and is equipped with the same software packages. In addition, other software programs for use in specific courses are also installed on the systems. Online connectivity from all desktop systems provides access to the Campus Wide Information System (CWIS), the Electronic Library, the Internet, and the World Wide Web (WWW) via Netscape. Computer-assisted instruction programs are also available. The HPD laboratories operate under the auspices of the university Office of Information Technologies User Services.

Microcomputer Laboratory hours:

Monday–Thursday, 7:30 a.m.–midnight

Friday, 7:30 a.m.–11:00 p.m.

Saturday–Sunday, 10:00 a.m.–10:00 p.m.

Student Lounge

Students who wish to relax may use the student lounge on the second floor of the HPD Library/Laboratory Building during their free hours. Vending machines, pay telephones, and video games are provided for student use.

Students have always shown responsibility for general cleanliness and preventing damage to the area. The administration expects this precedent to continue in the future.

HPD POLICIES AND PROCEDURES

Acceptance of Professional Fees

The activities of students are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, or public health. It is a violation of the law and contrary to the policy of this university for any unlicensed person to attempt to engage in the professional practice of health care.

Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by law.

AIDS Policy

The university has adopted the following AIDS policy: Nova Southeastern University Health Professions Division recognizes its responsibilities for the health and welfare its students and faculty and staff members, as well as its responsibilities to patients suffering from AIDS or harboring the human immunodeficiency virus (HIV). While the division does not subscribe to compulsory HIV testing either as a screening device or in individual cases, some rotation sites require this test and students must comply. As an institution of medical learning, the division provides each student/faculty/staff person knowledge to understand the AIDS problem, including AIDS testing, treatment, and counseling by community services. The division provides an annual seminar to all students, faculty members, and staff members. The division recommends universal precautions in all laboratory and clinical settings. The division reserves the right to alter this policy as new information on AIDS becomes available.

Students should consult their physician for HIV testing or treatment immediately following exposure.

Attendance Policy

At Nova Southeastern University's Health Professions Division, attendance at all scheduled instructional periods is mandatory.

Failure to consider this requirement is noted in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the individual college's Office of Student Affairs, in writing, the reason for all absences within 24 hours of each occurrence.

Students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, requests for an excused absence must be made to the individual college's Office of Student Affairs for a decision. All students are instructed to consult their specific program handbook with regard to additional or supplemental attendance policies.

1. Excused absences

- A. Illness: The division must be notified as soon as possible, or at the latest, on return to school, of all absences due to illness. For unusual or prolonged illness, the appropriate Office of Student Affairs must be notified as soon as possible. These absences will be evaluated on an individual basis.
- B. Special circumstances: Unusual circumstances resulting in absences (e.g., death in the immediate family) must be cleared with the appropriate Office of Student Affairs on an individual basis, preferably before the student is absent from class.

2. Unexcused absences

Absences not falling into the first category are unexcused absences. The administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.

Unexcused absences or absences may result in a written reprimand from the dean with a copy to be placed in the student's permanent file, plus a loss of 10 percentage points in the course or failure in the course.

Each laboratory, assignment, or examination missed must be made up at the discretion and convenience of the instructor.

If, in the judgment of the dean, a pattern of absences appears to surface, action may be taken, up to and including failure in the courses involved or dismissal from school.

3. Clinical rotations

Attendance while on clinical rotations follows different procedures and they are noted in the policy and procedures *Clinical Rotation Handbook* or *Clerkship/Externship Manual* distributed prior to going on rotations.

4. Promptness

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class and is thus markedly inconsiderate and rude.

University class hours are from 8:00 a.m. to 10:00 p.m. daily, Monday through Friday. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice.

Classes begin at 10 minutes after the hour. Any student not seated in his or her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of class, the absence will be reduced to a half absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person.

5. Religious holidays

Absences for major religious and ethnic holidays may be excused at the discretion of the administration. Students are required to obtain approval for their absences one week prior to the holiday.

Core Performance Standards for Admission and Progress

The Nova Southeastern University Health Professions Division is pledged to the admission and matriculation of qualified students and wishes to acknowledge awareness of laws which prohibit discrimination against anyone on the basis of race, color, national origin, religion, sex or qualified disability.

Regarding those students with verifiable disabilities, the university will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain minimal technical standards (core performance standards) as set forth herein with or without reasonable accommodation. In adopting these standards, the university believes it must keep in mind the

ultimate safety of the patients whom its graduates will eventually serve. The standards reflect what the university believes are reasonable expectations required of health professions students and personnel in performing common functions.

The holders of health care degrees must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for Health Professions Division degrees must be able to integrate consistently, quickly, and accurately all information received, and they must have the ability to learn, integrate, analyze, and synthesize data.

Candidates for degrees offered by the Health Professions Division must have, with or without reasonable accommodation, multiple abilities and skills including intellectual, conceptual, integrative, and quantitative abilities; interpersonal communication; mobility and strength; motor skills; hearing, visual, tactile, behavioral, and social attributes. Candidates for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.

Intellectual, Conceptual, Integrative, and Qualitative Abilities

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving—a critical skill—requires all of these intellectual abilities. Candidates and students must have critical thinking ability sufficient for good clinical judgment. This is necessary to identify cause-effect relationships in clinical situations and to develop plans of care. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Interpersonal Communication

Candidates and students should be able to interact with and observe patients in order to elicit information, examine patients, describe changes in mood, activity, and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Motor Skills

Candidates and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required to some health care professionals are cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the ability to calibrate and use various pieces of equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. Physical therapy and occupational therapy students must be able to position patients for treatment, as well as teaching the functions involving gross and fine movements. Pharmacy candidates and students must have sufficient motor skills to weigh chemical and pharmaceutical (including intravenous) solutions, prepare prescriptions, and carry out sterile procedures.

Strength and Mobility

Candidates and students must have sufficient mobility to attend to emergency codes and to perform such maneuvers as CPR when required. They must have the physical ability to move sufficiently from room to room and to maneuver in small places. Osteopathic medical students must have the ability to position patients for the administration and delivery of osteopathic manipulative treatment in a variety of settings and to position and move patients when required.

Pharmacy students must be able to move about within a pharmacy setting and a patient's room.

Physical therapy and occupational therapy students must be able to administer treatment in a variety of settings and positions and move patients when required.

Hearing

Candidates and students should have sufficient auditory ability to monitor and assess health needs. They must be able to hear information given by the patient in answer to inquiries; to hear cries for help; to hear features in an examination, such as the auscultatory sounds; and to be able to monitor equipment.

Visual

Candidates and students must have visual ability sufficient for observation and assessment necessary in patient care. It must be consistent in many cases with being able to assess asymmetry, range of motion, and tissue texture changes. Osteopathic Medicine, Optometry, and Physician Assistant students must have sufficient visual ability to use ophthalmologic instruments. It is necessary to have adequate visual capabilities for proper evaluation and treatment integration. Candidates and students must be able to observe the patient and the patient's responses including body language and features of the examination and treatment. Pharmacy students must be able to interpret prescriptions and medical orders, as well as to inspect medicine for deterioration or expiration.

Tactile

Candidates and students must have sufficient tactile ability for physical assessment. They must be able to perform palpation, functions of physical examination, and/or those related to therapeutic intervention. Pharmacy students must be able to measure and compound, sometimes transferring from container to container and to carry out sterile procedures. Dental students must be able to deliver appropriate treatment using high technology equipment such as dental drills and surgical instruments.

Behavioral and Social Attributes

Candidates and students must possess the emotional health required for full use of their intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to the diagnosis and care of patients; and the development of mature, sensitive, and effective relationship with patients. Candidates and students must be able to physically tolerate taxing workloads, to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and education process.

Sensory

Osteopathic students and physician assistants are required to have an enhanced ability to use their sensory skills. These enhanced tactile and proprioceptive sensory skills are essential for appropriate osteopathic evaluation and treatment of patients.

Dress Code

Students in the Health Professions Division must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the division campus and in classes or laboratory or on an experiential rotation or program. The following constitute acceptable attire:

1. Students must wear their white consultation jackets with their names and appropriate college designation embroidered over or on the left breast pocket. A white jacket is to be worn daily over the prescribed attire.
2. Shirt, tie, slacks, socks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes.
3. Matching scrub sets, socks, and shoes. In addition to the above attire, students must wear their white clinical jacket.
4. Identification badges will be issued at the Division Badge Room and must be worn at all times when the student is on campus or clinical rotation.

Students may not wear the following:

- shorts
- cut-offs
- mini-skirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops
- beach/flip-flop sandals, thongs, or sneakers
- t-shirts (as the outer shirt)
- jogging or exercise clothing
- hats or caps, unless of a religious nature

These guidelines apply on campus from 8:00 a.m.–5:00 p.m., Monday through Friday, and while on duty on rotations.

Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrub suits in anatomy laboratory), it will be the only exception to the dress code allowed during that time.

The dress code is to be observed at all times including midterms and examination periods. Students are expected to consult their specific program handbook for compliance with any program-specific supplemental dress code policies.

Educational Records

Record of Request for Disclosure

The university will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

Correction of Education Records

Students have the right to ask to have corrected any records they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Students must ask appropriate officials of the university to amend a record. In so doing, the students should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of their privacy or other rights.
2. The university may comply with the request or it may decide not to comply. If it decides not to comply, the university will notify the student of the decision and will advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. On request, the university will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. A hearing officer who is a disinterested party will conduct the hearing; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's original records. One or more individuals may assist the student, including an attorney.
5. The university will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the university decides the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

Food in the Lecture Halls

Food, beverages, and tobacco are not permitted in the lecture halls, laboratories, or university clinics. Smoking is not permitted inside any division building.

Identification Badges

Students must wear identification badges at all times while on campus. ID badges are not transferable. ID badges are issued at the Division Badge Room. These badges are given to the students at no charge except for replacement.

Identification Requirements and Fieldwork Prerequisites

An affiliated clinical/fieldwork teaching facility may also require a student to pass a state of Florida Department of Health screening before rotation. Other requirements, which may be held by the affiliated facility include, but are not limited to, fingerprinting, criminal background check, urinalysis for drugs and alcohol, and proof of immunization. If a student does not meet all requirements held by the affiliated facility before the first day of the scheduled placement, the student's placement will be canceled, or if the placement has begun, the student will be asked to leave.

Immunization Requirements

The following immunization procedures are required of students at the Health Professions Division:

Basic Immunizations: Every student is required to have had an immunization for the following diseases before matriculating at Nova Southeastern University: diphtheria-pertussis-tetanus (or diphtheria-tetanus), varicella (chicken pox), and measles-mumps-rubella. A written memorandum of the immunization given and the date, signed by a physician, must be filed with the Office of Admissions on the day of registration at the latest. These basic immunizations are the financial responsibility of the student.

Hepatitis B Vaccine: Since every student at the Health Professions Division potentially can be exposed to this deadly virus, and since many rotation sites require it of personnel, we will administer and require hepatitis B vaccination for every entering student during the first year. The cost of this vaccination will be supported through the student activities fee.

Tuberculosis: Because of the resurgence of tuberculosis and the possible exposure of students to TB, the Health Professions Division will require and provide a yearly tuberculosis test for every student. The student activities fee, too, will support this.

Arrangements: The University Health Service will schedule appointments for students for tuberculosis testing and for hepatitis B vaccination. Because both of these require preparation, any student who does not keep a scheduled vaccination appointment will be required to pay for the immunization personally.

The university is not required to provide alternate sites for clinical practicum or rotations should immunization be a requirement for placement. Therefore, the student may be delayed in meeting the graduation requirements of their program.

Notices, Messages, and Posters

After approval from Student Affairs, students may post notices on the bulletin boards located in the student lounge and other locations. Other boards are provided for university or division business only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No notices, announcements, posters, or any other papers may be posted anywhere, including doors, windows, and elevators, except on bulletin boards provided for that purpose.

Parking Lot

You are encouraged to use the parking areas designated for our students. You must obtain a parking decal from the security office. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for administrators, visitors, and patients only. Parking in spaces other than those appropriated may result in a ticket violation. Remember to lock your car everyday and park within the specified areas. Do not leave valuables in your vehicle.

Courtesy and common sense in parking will avoid accidents, personal injuries, damage to your vehicle and to the vehicles of other students and employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the NSU Public Safety Department.

The Health Professions Division and NSU do not assume any liability for any loss or damages you may sustain while parked in the parking garage. Use of NSU parking facilities are always at your own risk.

Photographs and Recordings

No one may take photographs in classrooms or laboratories without prior permission of the instructor. Absolutely no photographs may be taken in the anatomy laboratories. Students wishing to tape-record lectures must obtain permission from the instructor.

Return of University Property

Any Health Professions Division or university property issued to you must be returned at the time of your dismissal or graduation, or whenever it is requested by administration, the department in control of the item, or the program. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be charged to your financial account, and you may be required to deal with the bursar's office for this purpose. Also, diplomas will be withheld for any outstanding financial obligation.

Security Checks

The university, the Health Professions Division, Public Safety Department/Davie Police, or community police departments may exercise the right to inspect all packages and parcels entering and leaving our premises to ensure the safety and physical integrity of the building and the premises. Please cooperate with security in providing this service and important function.

Social Events and Extracurricular Activities

All extracurricular activities by division-recognized organizations, on campus and off campus, must be approved in advance by the Division Office of Student Affairs. A student or group of students may not officially represent the division or the university, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the Division Office of Student Affairs and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Division Office of Student Affairs at least two weeks in advance. The Division Office of Student Affairs must approve activities before the coordinator of educational support can assign a room, and no meeting announcements may be made until approval is made. A specific room will be assigned for the function. No announcements can be posted unless the Division Office of Student Affairs gives authorization. Forms and additional information are obtainable from the Division Office of Student Affairs.

Student Employment

Due to the intensity of all academic programs, outside employment during regular school terms is strongly discouraged.

Student Health Examinations

A complete physical examination, comprehensive dental examination, and a comprehensive eye examination, consistent with the standard university form, are required of students.

Students may have these done by their personal physician, their personal eye doctor (optometrist or ophthalmologist), or their personal dentist before matriculation. Forms will be distributed by the Division Office of Admissions and Student Affairs to each matriculant as part of the admissions package.

Students may request that the University Health Service do these examinations after matriculation. The University Health Service will make appointments in as timely a manner as possible, and the appointments, once made, become an obligation of the student, and must be kept.

Reports of the three examinations (whether done privately or by the university) will be filed in the student's file.

Student Insurance Requirement

It is required that each Health Professions Division student carry adequate personal medical and hospital insurance. It is strongly suggested that students and their families avail themselves of the insurance plan obtainable through the university. Students who choose another policy will be required to show proof of adequate continuing medical coverage for the mandatory insurance. Those with lapsed or inadequate insurance will be held financially responsible for obligations incurred before graduation.

Student Mailboxes

The Division Office of Student Affairs will assign mailboxes at the beginning of each academic year. Students are requested to receive their personal mail at home. Student mailboxes are provided only for campus correspondence. They are located in the student lounge in the Library/Laboratory Building.

Please note that all university correspondence will be deposited in these mailboxes. They should be checked every day.

Telephone Calls

A student will not be called from class for a telephone call except in cases of extreme emergency. Other urgent messages may be left with the telephone operator. Outgoing calls made by students should be made from pay phones located outside the library or at various other locations throughout the campus. Use of the division office phones is not permitted under any circumstances.

Visitors

Unescorted visitors in our facilities are not allowed. Visitors are not permitted in classrooms or laboratories on HPD property without prior permission from the college or department. No visitors are permitted in a restricted area at any time. If you are expecting visitors, you must request permission from the college or department coordinator and obtain permission from the instructor(s) giving the lecture that the visitor will be attending. No permission will be granted the day of visitation. Ask your visitors to sign in with the college or department receptionist and/or department coordinator when they arrive. Student escorts are permissible after sign-in.

Visits to Other Institutions

Students in the Health Professions Division may not visit, in an official or presumably official capacity as a professional school student, any health-related institution (hospital, pharmacy, practitioner's office, clinic, etc.) or any health school without express permission of the dean. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed.

Weapons

The possession, storage, or use of firearms or other weapons, ammunition, fireworks, explosives, air pistols, rifles, or knives is strictly prohibited on university property. Such action can be considered cause for disciplinary action including, but not limited to, immediate expulsion.

**College of Dental Medicine
Predoctoral Program**



COLLEGE OF DENTAL MEDICINE ADMINISTRATION

Robert A. Uchin, D.D.S.

Dean

Room 7312/Ext. 7311

The dean is the chief academic and administrative officer of the College of Dental Medicine.

Peter Keller, D.D.S.

Executive Associate Dean of Clinical and Extramural Affairs

Room 7322/Ext. 7322

The executive associate dean of clinical and extramural affairs is responsible for all clinical activities performed at the College of Dental Medicine as well as in community programs, extramural affiliations, and clinics.

Timothy L. Hottel, D.D.S., M.S., M.B.A.

Associate Dean of Academic and Financial Affairs

Room 7318/Ext. 7349

The associate dean of academic and financial affairs is responsible for the development and implementation of the College of Dental Medicine's academic programs as well as the administration of the college's budget.

Steven M. Kelner, D.M.D., M.S.

Associate Dean of Institutional Affairs

Room 7315/Ext. 7316

The associate dean of institutional affairs is responsible for all activities related to accreditation and institutional assessment as well as oversight of educational research, quality improvement activities, and outgoing College of Dental Medicine grants.

Franklin Garcia-Godoy, D.D.S., M.S.

Associate Dean of Research

Room 7316/ Ext. 7373

The associate dean of research is responsible for research planning and administration as well as developing research in clinical oral sciences.

MISSION STATEMENT

The College of Dental Medicine's mission is to educate and train students to ensure their competency to practice the art and science of the dental profession. This requires graduates to be biologically knowledgeable, technically skilled, compassionate, and sensitive to the needs of all patients and the community.

The College of Dental Medicine fosters excellence in dental education through innovative teaching, research, scholarship, and community service.

Reservation of Power

The *Student Handbook* is not intended to be a contract or part of a contractual agreement between NSU and the student. The *Student Handbook* is available online at www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf. Changes in the content of the *Student Handbook* may be made at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This *Student Handbook* supercedes all previous handbooks, documents, and directives where they may be in conflict. The *Student Handbook* is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the *Student Handbook* including any revisions or modifications.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in judgment of the administration such changes are required in the exercise of its educational responsibility.

Discrimination

See Nova Southeastern University, Student Rights and Responsibilities section for Nondiscrimination Statement. See Specific Policies and Procedures section for Grievance Procedures for Nonacademic Disputes, Disabilities, and Academic Accommodation Appellate Committee Guidelines.

Harassment

See Nova Southeastern University, Student Rights and Responsibilities section for Nondiscrimination Statement. See Specific Policies and Procedures section for Grievance Procedures for Nonacademic Disputes, Harassment Statement, and Sexual Harassment Policy.

Health Care Privacy (HIPAA) Statement

See Nova Southeastern University, Specific Policies and Procedures section for Health Care Privacy (HIPAA) Statement.

Disability

See Nova Southeastern University, Student Rights and Responsibilities section for Nondiscrimination Statement. See Specific Policies and Procedures section for Disabilities and Academic Accommodation Appellate Committee Guidelines.

PREDOCTORAL DENTAL EDUCATION

STUDENT AFFAIRS

A. Token Identification Numbers (Token IDs)

In order to fully comply with the Family Educational Rights and Privacy Act of 1974, all exams, assignments, and course grades posted for College of Dental Medicine (CDM) students will be designated by the student's assigned token identification number (token ID). A student's token ID is known only by the student, the Health Professions Division (HPD) Testing Center, and the college's Office of Academic Affairs. All students are under an obligation to ensure the confidentiality of their token IDs.

Students who forget their token IDs must go to the Office of Academic Affairs and present a photo ID to obtain their number. Additionally, students who believe that the confidentiality of their token ID has been breached may request that they be assigned a new token ID.

B. Special Counseling Arrangements

In cooperation with the Health Professions Division, Nova Southeastern University's (NSU) Student Counseling Services provides students with psychological counseling. Students who need assistance should call (954) 262-7050.

The center's hours are

8:30 a.m. to 9:00 p.m., Monday through Thursday

8:30 a.m. to 5:00 p.m., Friday

Crisis counseling is available 24 hours a day.

C. Student Career Counseling

In addition to counseling students regarding opportunities in practice and postdoctoral education (e.g., fellowships and residency programs), the College of Dental Medicine also provides information for students on alternative careers in dental medicine. The Office of Student Affairs assists students in identifying opportunities for careers in

- teaching and research
- military service
- federal, state, and local government
- underserved areas of dental care
- National Health Service Corps

In addition, community dentists on the faculty offer individualized career counseling and information on other careers in dental medicine, such as hospital, clinic, and private practice; group and solo practice; and careers in public health.

D. Health Insurance

Prior to matriculation and through graduation, all students are required to obtain and maintain health insurance that allows the student to be treated locally. At the start of each academic year,

students must sign an affidavit confirming that their health insurance is current and will be maintained. A student may be prevented from continuing his or her studies for lack of health insurance.

E. Technology Resources for Students

The NSU homepage: www.nova.edu

The NSU-CDM homepage: <http://dental.nova.edu>

WebSTAR

Web site: <http://webstar.nova.edu>

WebSTAR help desk: pinhelp@nsu.nova.edu or (954) 262-4850/(800) 541-6682, ext. 4850

Once students are admitted to the College of Dental Medicine, the Office of Information Technology (OIT) assigns and mails all students a personal identification number (PIN). Students' PINs provide access to the WebSTAR system.

WebSTAR is designed to assist students with online registration, general financial aid information with links to recommended loan agency sites, class schedule information, course catalogs, and course listings. WebSTAR also provides personal information where students can change their addresses, phone numbers, emergency contact information, and view or print their unofficial transcripts and degree information.

WebMail2

Web site: <http://mail2.nova.edu>

WebMail2 help desk: help@nsu.nova.edu or (954) 262-4357/(800) 541-6682, ext. 4357

All NSU-CDM students are required to establish an NSU email account. In order to create their email accounts, students should go to: www.nova.edu.

1. Click on current student bar at the top left hand side of the page.
2. Scroll down to the Technology section.
3. Click on "request an email account."
4. Click on NSU email account request form and follow the instructions.

Students' email accounts will be used by course instructors for communicating with students, for important information regarding students' schedules, for dissemination of information from class officers, for notices from the dean and administrative departments, and for any additional informative notices.

WebCT

Web site: www.nova.edu/webct

WebCT help desk: help@nsu.nova.edu or (954) 262-4357/(800) 541-6682, ext. 4357

WebCT is an online learning tool used at Nova Southeastern University. Students must access any online courses on their schedule through this site.

To access WebCT, students must enter the same username and password assigned to them for their email accounts.

Course Evaluations

Web site: http://www.nova.edu/online_evaluations

NSU-CDM administers online course evaluations at the conclusion of each academic term. Several weeks before the term ends, students will be notified via email of the link to the online course evaluation Web site. All evaluations submitted by students are anonymous.

F. Student Responsibility to Obtain Information

Each student enrolled in the College of Dental Medicine is individually responsible for knowledge of the current academic regulations; the general and specific requirements; and the operational policies as contained in this *Student Handbook*, *HPD Catalog*, and other official documents or announcements of HPD and the college.

Official college communications may be sent via email. All students are required to maintain and access their NSU email account on a daily basis to read any communications that have been forwarded.

G. Disabilities and Academic Accommodations

See section on Disabilities in this *Student Handbook* under Specific University Policies and Procedures and Nondiscrimination Statement in Student Rights and Responsibilities section.

H. Nondiscrimination Policy

See section on Discriminatory Conduct in this *Student Handbook* under Specific University Policies and Procedures and Nondiscrimination Statement in Student Rights and Responsibilities section.

I. Sexual Harassment Policy

See section on Sexual Harassment Policy in this *Student Handbook* under Specific University Policies and Procedures.

J. Tuition Payment

Late tuition payments or failure to make arrangements to pay tuition will result in the student being removed from class and/or clinic.

K. Extracurricular Student Activities

1. Student Activity Groups

HPD's vice chancellor for student services and professional coordination and the College of Dental Medicine's director of the Office of Student Affairs must approve all extracurricular student activities and recognized on- and off-campus student organizations. All activities and events must be appropriately scheduled to avoid conflicts. Requests for permission to obtain the services of speakers for various functions, student meetings, and other on-campus activities should be made at least two weeks in advance on forms provided by the college's Office of Student Affairs. Activities must be approved by the Office of Student Affairs before a room can be assigned, and no meeting announcements may be made until such approval is received.

2. Student Organizations

Students may participate in a variety of organizations, which are listed below.

a. Health Professions Division (HPD) Student Government

The Health Professions Division Student Government is recognized by the HPD and college administration as the official student voice on all student issues. The student members of this organization are the president and vice president of each of the HPD colleges' student councils.

b. College of Dental Medicine (CDM) Student Council

All members of the CDM's student body are enrolled in this student government, which serves as the student body's governmental assembly. This organization collects and expresses student opinion and also functions as a conduit for interaction between the college's student body, the faculty, and the administration.

c. American Student Dental Association (ASDA)

ASDA's Nova Southeastern University College of Dental Medicine (NSU/CDM) Chapter represents the student's connection to organized dentistry. The voice of the dental student is heard and represented in all aspects of organizational activity that establishes local, state, and national dental policy and position through a voting representation in elected houses of delegates that speak for the profession. Through ASDA membership, the student receives the monthly *Journal of the American Dental Association (JADA)* as well as the *American Dental Association (ADA) Newsletter* and the *ASDA Newsletter*. These professional publications will update and facilitate student understanding of contemporary dental issues and topics. ASDA members receive \$25,000 of life insurance, financial assistance through ASDA Alternative DEAL loans, and many other amenities.

The opportunity to attend regional and national ASDA group meetings provides student members with a broader exposure to involvement in areas of professional concern. The college's administration strongly encourages all students to participate in organized dentistry by becoming ASDA members.

d. Other National Dental Organizations

Students are also encouraged to participate in the activities of numerous national dental organizations such as the Hispanic Student Dental Association (HSDA), Women's Dental Society (WDS), National Dental Association (NDA), and Christian Medical and Dental Association (CMDA). Additional information is available in the Office of Student Affairs.

e. Dental Fraternities

The following international dental fraternities have active chapters at the College of Dental Medicine: Alpha Omega, Delta Sigma Delta, and Psi Omega. All of these fraternities were established to uphold the highest standards of professionalism, foster service and scholarship, and serve as a social activity center for their members.

PREDOCTORAL ACADEMIC AND CURRICULAR POLICIES AND PROCEDURES

A. General Information

1. Faculty Access

Faculty members will be available by posted office hours, email, and/or appointment.

2. Academic Records

All documentation placed in the student's permanent records will be maintained in the College of Dental Medicine's Office of Academic Affairs. In addition, a student's official academic record is maintained in the university's Office of the Registrar. Any students requesting a copy of their official record must contact the registrar.

3. Course and Instructor Evaluations

Each student has a responsibility to his or her professional development to provide constructive evaluation for each course and instructor in the curriculum. This responsibility will be met by participation in course evaluations that are routinely administered by the College of Dental Medicine. The college expects each student to sincerely accept this responsibility and obligation in a constructive manner so that optimal feedback can be provided. This input will facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum, as well as assist faculty members by providing constructive input to help them improve their teaching strategies.

Any student who does not complete required course evaluation/instructor evaluation forms for a course in which he or she is enrolled may receive an incomplete (I) grade for that course. If this occurs, the grade for the course will be changed upon the completion of the required evaluation form(s). The policy regarding incomplete (I) coursework applies to this grade (see section on Incomplete Coursework in this *Student Handbook*).

4. Library Skills Policy

All students must be able to identify and locate materials in the library as needed or required by course instructors. Students must be familiar with the leading dental journals and be able to research specific topics related to dental medicine by using standard bibliographies and indexes.

The College of Dental Medicine, in cooperation with the Health Professions Division's library staff, includes courses in the academic program that provide students with information on conducting online electronic searches in health care databases and other related topics.

5. National Board Dental Examinations

The purpose of the National Board Dental Examinations is to assist state boards in determining qualifications of dentists who seek licensure to practice dentistry. Although written examinations may be developed at the local level, most licensing boards use the National Board Dental Examinations (Parts I and II) as a major portion of their written examination requirements.

The College of Dental Medicine and the National Board of Dental Examiners require that a student must be in good academic standing in the college to take the National Board Exams Parts I and II (see section on Academic Standing in this *Student Handbook*).

With the exception of International Dental Graduate Program students, who are required to pass Part I of the National Board Exam prior to matriculation, students in good academic standing may not take Part I until July following their first year in dental school. Fourth-year students in good academic standing

may only take Part II of the National Board Exam following successful completion of a required preparatory course, which is provided during the fall semester of their fourth year in dental school.

Students must pass the National Board Dental Examination (NBDE) Part I in order to advance to the D3 year and to graduate from the College of Dental Medicine. Additionally, students must pass the NBDE Part II in order to graduate from the college. Students must pass both the NBDE Part I and the NBDE Part II in order to be eligible to take the Florida State Dental Board Examination. Students who are interested in acquiring a license to practice dentistry in any other state are advised to contact that state board to determine its requirements for taking a licensing examination.

6. State/Regional Board Examinations

In addition to successful completion of National Board Dental Examinations Parts I and II, state dental boards generally use state or regional board examinations as a major portion of their clinical examination requirements for licensure.

State/regional board exams are usually taken by students at the end of their fourth year in dental school in proximity to graduation. The College of Dental Medicine and state/regional boards generally require that a student must be in good academic standing and scheduled to graduate in a timely manner in order to take state or regional board examinations.

As with Part II of the National Board Exam, the college also provides students with a required state/regional board preparatory course during the winter semester of their fourth year in dental school.

7. Dean's Letter

The Dean's Letter is a formal letter of evaluation issued by the dean that serves as an evaluation tool in the application process for postdoctoral training programs. Upon a student's request, the Dean's Letter is mailed to the appropriate postdoctoral training program(s). This letter summarizes the levels of accomplishment that a student has achieved during dental school. Specifically, the Dean's Letter provides a succinct chronology of a student's performance in dental school, including the student's yearly and cumulative grade point average (GPA) and class standing. Additionally, the letter includes some information regarding the student's personal qualities. The Dean's Letter is generally available to students by July, immediately preceding their fourth year in the predoctoral program.

Students who apply to postdoctoral training programs are responsible for providing applications, letters of recommendation, and transcripts to postdoctoral training program/residency program directors.

8. Postdoctoral Application Support Service (PASS)

The American Dental Education Association (ADEA), a national professional organization representing dental education, manages the Postdoctoral Application Support Service (PASS). This service was developed to assist students with their application to any of the more than 400 participating postdoctoral dental education programs. PASS processes applications for programs in Advanced Education in General Dentistry (AEGD), General Practice Residency (GPR), Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, Periodontics, and Prosthodontics.

The PASS centralized application service provides standardized information to participating programs, but is not involved in the appraisal or selection process. By using a standardized format, PASS simplifies the application process for the student by providing required biographical and academic data to the postdoctoral programs. The PASS application may be submitted either electronically or via traditional hard copy application through the mail.

The Offices of Academic Affairs and Student Affairs will provide students with assistance during the application process.

9. Withdrawal from the College of Dental Medicine

Withdrawal is a voluntary resignation by the student, in writing to the dean via certified mail, under which he or she surrenders all rights and privileges as a student in the College of Dental Medicine. Additionally, a student who does not register and/or attend classes/clinic for 15 consecutive business days (excluding official school holidays and weekends) without written notification to the dean regarding the reason for the absence, as well as his or her intention to continue studies, shall be considered withdrawn from the college.

To return to school after withdrawal, the student must apply for admission through the Health Professions Division's Office of Admissions.

10. Withdrawal from a Course

Withdrawal by students from an individual course or courses is not permitted, except under special circumstances such as leave of absence (see section on Leave of Absence below). Final approval of a student's request to withdraw from a course(s) is at the dean's discretion.

Withdrawal from a course or courses must be distinguished from a withdrawal from the College of Dental Medicine (see section on Withdrawal from the College of Dental Medicine preceding this section).

11. Leave of Absence

A leave of absence is defined as an extended period of time away from College of Dental Medicine activities that may become necessary due to prolonged illness or personal matters of significant gravity. Leave of absence records and the date of each determination shall be placed in the student's permanent record.

There are two types of leaves of absence:

a. Administrative Leave of Absence

An administrative leave of absence is a mandatory leave of absence imposed by the dean. During the leave, the dean will provide the student with the opportunity to rectify the situation that precipitated the necessity for the leave. This might require that the student seek rehabilitation or treatment for a problem that has led to the mandatory leave of absence.

In order to be considered for reinstatement to the program after the administrative leave of absence, the student must write a letter addressed to the dean and

- submit a written request for reinstatement
- demonstrate to the dean's satisfaction that a reasonable likelihood exists that the need for an additional administrative leave of absence will not recur

b. Voluntary Leave of Absence

A voluntary leave of absence is a request by a student to temporarily withdraw from classes and/or clinic for personal, financial, or medical reasons. A voluntary leave of absence must be requested in writing to the associate dean of academic affairs, who will review the request and submit a recommendation to the dean. The dean will then determine whether or not the leave of absence will be granted.

A voluntary leave of absence may not exceed one year, either cumulatively or within a single leave during the student's matriculation. If the student does not return within one year, he or she will automatically be considered to have voluntarily withdrawn from the college. The specific time frame of a voluntary leave of absence is always dependent on the ability of the student to return to classes and/or clinic in order to keep the coursework on the appropriate continuum. A

student cannot return to the college in the middle of a course or semester, but must return during a well-defined starting point such as the start of a semester. While on a leave of absence, a student is not eligible to make up incomplete class work or remediate any failed courses.

If a voluntary leave of absence is granted and the student is in good academic standing, the student may reenter the program at the end of the leave without any need for readmission. However, the student must still meet any new requirement(s) that may become effective during the leave of absence. It is important to note that any leave of absence based on medical reasons is excluded from this provision regarding meeting any new requirements.

If a student is granted a voluntary leave of absence while current coursework is still in progress, he or she will be withdrawn from those courses. In all such cases, a designation of W for withdrawal will be entered on the student's transcript for each course in progress. In such cases of withdrawal from courses, students will be required to successfully complete all of these courses when they return from their leave of absence and before they will be permitted to progress into the next academic year.

If a voluntary leave of absence is approved by the dean and the student is currently not in good academic standing, is under review for a disciplinary action, or has a disciplinary action imposed upon him or her, then the student may not be reinstated to the college without a review by the Student Progress Committee (SPC). Upon completion of its review, the SPC will make a recommendation to the dean regarding whether or not to reinstate the student. If the student is denied reinstatement, his or her status will be changed to either a withdrawal from the college or a dismissal. If appropriate, students may be reinstated with a disciplinary action imposed upon them at the beginning of their reinstatement for a stated period of time.

Before they will be allowed to return to the college, students granted a voluntary leave of absence for a medical reason must have a licensed physician certify in writing that their physical and/or mental health is sufficient to permit them to continue with their dental education.

Students granted a voluntary leave of absence for financial reasons must, before their return to the college, prove to the financial departments of the university that they have the financial capability to advance in their education.

Students on an administrative or voluntary leave of absence may request in writing within 60 days of their anticipated return to the college that the associate dean of academic affairs grant them *special student status* prior to officially returning from the leave so that they may use the simulation laboratory to refresh and practice their psychomotor skills. All actions regarding a student's administrative or voluntary leave of absence are at the dean's discretion. The decision of the dean is final.

B. Academic Standing

Every predoctoral student's academic performance is reviewed each semester by the Student Progress Committee, and a transcript is compiled for all students by the Office of the Registrar. A copy of this transcript is available to the student, the Office of Academic Affairs, the Student Progress Committee, the Office of Student Financial Aid, and to other individuals or institutions when authorized by the student or the dean.

The student's official transcript includes

- grades earned (including any remediated failing grades)
- deficiencies (e.g., incompletes, failures, and probationary status)
- semester grade point average (GPA) and cumulative GPA
- withdrawal and/or leaves of absence

Students are considered to be in good academic standing when they have successfully completed all required coursework to date. This implies that all failures in previous courses have been successfully remediated, all incomplete coursework has been satisfactorily completed, and that the student is not currently under an academic or behavioral disciplinary sanction such as probation, suspension, or dismissal. A student who is not in good academic standing may be prohibited from participating in extracurricular or other student activities, holding office in any Nova Southeastern University organization, or being elected to any honorary or other school organizations.

Under certain circumstances and after consultation with the dean, the academic dean may grant students special student status. For a further description and examples of circumstances when this status may be assigned to students, see sections on Leave of Absence and Course Failures, Remediation, and Reexamination in this *Student Handbook*.

It is the responsibility of the College of Dental Medicine's associate dean of academic affairs to inform students in writing regarding changes in their academic standing.

C. Academic Promotion

Promotion is defined as progression from one academic year to the next. To make satisfactory academic progress, a student must successfully complete all courses required in the preceding academic year in order to move on to the next academic year in the program.

First-year (D1) predoctoral courses are considered prerequisites for second-year (D2) courses, as are D2 courses prerequisites for third-year (D3) courses, and D3 courses for fourth-year (D4) courses. Similarly, classroom and laboratory courses are considered to be prerequisites for clinical assignments. As such, no student with an incomplete, withdrawal, or failure in a prerequisite course will be permitted to proceed with clinical assignments without written approval from the associate dean of academic affairs.

The SPC will consider each predoctoral student's academic performance and annually recommend to the dean all students who are eligible for promotion into the next academic year, as well as those qualified for graduation.

1. Student Grades and Performance Evaluation

At the completion of each course, the course director will have the responsibility for submitting grades to the college's Office of Academic Affairs.

Grading of all didactic, laboratory, and clinical courses is based on a scale of 0–100 percent, with 70 percent the minimum passing grade. Additionally, several courses in the college's curriculum are graded on a pass/fail (i.e., P/F) basis.

Each department has established criteria describing levels of clinical competence within each dental discipline and determined the number/types/quality of clinical experiences necessary for students to complete their clinical requirements. Each department has also established criteria to achieve particular grade levels. This information is available to students from each of the college's departments.

2. Incomplete Coursework

When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of incomplete (I). An I does not imply that a student has produced inadequate work, but reflects the student's inability to complete required work. An I will be changed to a passing grade upon the student's satisfactory completion of the course requirements.

A change from an I to a passing grade must occur within the time frame specified by the course director, but not later than the beginning of the fall semester of the next academic year or at an earlier time as designated by the course director. An I grade that is not remediated within this time frame will be converted to a failing grade of 50.

3. Course Failures, Remediation, and Reexamination

Predoctoral students who fail a course or courses (i.e., earn a grade less than 70 or an F) will be provided with one opportunity for reexamination following a period of remediation. This remediation may include a review of course materials assigned by the course director, assigned readings, tutoring sessions arranged by the student, or other types of review sessions conducted by the course director or a designee. The course director is responsible for writing to students who have failed a course and informing them of the procedures that will be used for remediation of the particular academic deficiency and subsequent reexamination to provide these students with an opportunity to pass the course.

Successful remediation of all failed courses must occur prior to the beginning of the fall semester of the next academic year. If a predoctoral student does not successfully remediate all course failures within this time frame [i.e., if the student fails a course remediation(s) or does not complete remediation of a failed course(s)], the SPC will review the student's academic record and will recommend to the dean that one of the following actions be taken:

- a. that the student be granted special student status, whereby the student may go on to the next academic year without being promoted with his/her class and take all courses offered during that year. The student will remain on special student status until he/she repeats and passes the failed course(s), at which time the student will be promoted to the next academic year.
- b. that the student be required to repeat the previous academic year in its entirety and pay full tuition for the repeated year
- c. that the student be dismissed from the College of Dental Medicine

Students repeating a failed course may not be permitted to remediate and take a reexamination if they fail the course again, and may be dismissed from the college. Students who are required to repeat an academic year may be dismissed if they fail one or more courses during the repeated year without having an opportunity to remediate the failure(s). After a student successfully completes a repeated academic year, the policies described in this and all other sections of the *Student Handbook* that apply to all other predoctoral students will also apply to the repeat student.

Students who fail a total of four or more classroom/laboratory/clinical courses during any one academic year may be dismissed, regardless of whether or not they have successfully remediated any of these course failures. Students who fail a total of six or more classroom/laboratory/clinical courses during the entire term of their predoctoral program may be dismissed, regardless of whether or not they have successfully remediated any of these course failures. Additionally, students who fail a total of two or more clinical courses, including clinical rotations, during the entire term of their predoctoral program may be dismissed, regardless of whether or not they have successfully remediated any of these course failures.

The SPC and the dean will always consider the predoctoral student's entire College of Dental Medicine academic record when determining how the aforementioned policies apply to an individual student's academic standing. Exceptions to any of these policies may be made at the discretion of the dean.

4. Make-up Examinations

If a student does not take an examination at its scheduled time, the student will be required to take a make-up examination during the following 30-day period. Failure to take a scheduled make-up exam will result in a grade of zero for that missed exam. For didactic courses, make-up examinations may include short answer, essay, or multiple-choice formats at the instructor's discretion and will be treated the same as any other examination in terms of grading. For clinical courses, make-up examinations will consist of an appropriate clinical test format selected by the course director and will be treated the same as any other examination in terms of grading. The date, time, and location of all make-up examinations will be determined by the course director.

5. Transcript Notations

Designations that may appear on a student's official transcript include the following:

- P Pass
- F Fail
- R Remediated course (i.e., prior failure in a course has been remediated)
- I Incomplete
- W Withdrawal

Grades below 70, F (Failure), or I (Incomplete) require special action, as noted previously in this *Student Handbook*. In order to graduate, students must pass all courses.

Failing grades will be included in calculating the GPA for that semester and the cumulative GPA to that point. If a course is failed and subsequently passed after remediation and reexamination, a grade of 70 (the highest possible grade on reexamination) will be recorded with the notation R next to the grade on the transcript, indicating that the course was passed after successful remediation. The reexamination grade of 70 will be used to calculate all subsequent GPAs.

If a course is failed and the remediation is also failed, the highest failed course grade will be recorded on the transcript. A student who fails a course and the course remediation will at least be required to repeat the course during the next academic year, and if he or she passes the repeated course the grade earned by the student in that course will be recorded on the transcript and used to calculate all subsequent GPAs. The original failing grade in the course will still be included on the transcript but will not be used in calculating the student's GPA and class ranking.

D. Academic Deficiencies (Didactic/Laboratory/Clinical Courses)

1. In cases of academic deficiencies, the associate dean of academic affairs shall notify predoctoral students of their grades and remedial requirements through written communication. Students who have satisfactorily remediated all deficiencies will be recommended for promotion with their class to the next academic year in the predoctoral program.
2. Predoctoral students who have remaining deficiencies following unsatisfactory remediation may not be promoted with their class and may be requested, in writing, to meet before the SPC (see section on Student Progress Committee Meeting Protocols and Process: Academic Deficiencies in this *Student Handbook*).

E. Student Progress Committee (SPC)

1. Purpose, Responsibilities, and Membership

The purpose of the Student Progress Committee is to

- a. verify that predoctoral students have fulfilled all academic requirements and review the eligibility of students for promotion to the succeeding academic year
- b. evaluate predoctoral student personal academic records to determine eligibility for continuation in the program or appropriate remedial action
- c. review the progress of all predoctoral students referred with academic deficiencies (see section on Student Progress Committee Meeting Protocols and Process: Academic Deficiencies in this *Student Handbook*)
- d. review the reinstatement of predoctoral students on voluntary leave of absence status who are not in good academic standing
- e. verify that predoctoral students have maintained the standard of ethical, moral, personal, and professional conduct required for the continued study of dental medicine
- f. recommend appropriate disciplinary actions to the dean (see section on Disciplinary Sanctions in this *Student Handbook*)
- g. recommend candidates to the dean who qualify for graduation to receive the doctor of dental medicine (D.M.D.) degree

The SPC membership shall include faculty and administrative members, as well as an SPC chair from the College of Dental Medicine's faculty, all appointed by the dean. The SPC will consist of voting and ex officio (nonvoting) members.

2. Student Progress Committee Meeting Protocols and Process: Academic Deficiencies

As stated previously, the SPC reviews the progress of all predoctoral students referred with academic deficiencies. Students who have ongoing and/or remaining deficiencies may be requested, in writing, to meet with the SPC to discuss their academic performance. The student(s) shall receive at least five business days (excluding official school holidays and weekends) written notice of the time and place of the meeting. In any matter related to a student's referral to the SPC, the SPC will attempt to maintain the confidentiality of the matter on a "need to know" basis. The following protocol will be followed when the SPC meets with predoctoral students to discuss their academic deficiencies:

- a. The SPC will review with the student the reason(s) for the meeting, may attempt to gain from the student a more in-depth understanding of the basis for the student's academic difficulties, and may determine and recommend an appropriate disciplinary action to the dean (see section on Disciplinary Sanctions in this *Student Handbook*).
- b. The dean will review the SPC's recommendation. The student shall then be notified of the dean's decision through written communication. The decision of the dean is final, except in cases of dismissal decisions or behavioral violations. In such cases, the student may appeal to the Nova Southeastern University College of Dental Medicine Appeals Board (see section on Appeals Board in this *Student Handbook*).

F. Graduation Requirements

To receive a D.M.D. degree from the College of Dental Medicine, every student must fulfill the following requirements:

- be of good moral character
- have demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of dental medicine
- have satisfactorily passed all required didactic and clinical courses
- have satisfactorily completed all clinical requirements and competency examinations
- have completed all coursework in the College of Dental Medicine within five years from the date of matriculation (exclusive of any approved leave of absence in good standing)
- have satisfactorily completed all assigned curriculum requirements for the D.M.D. degree with a numerical average of 70 percent or higher
- have passed the National Board Dental Examination (NBDE) Parts I and II
- have satisfactorily met all financial and library obligations
- have attended in person the graduation rehearsal and the commencement program at which the D.M.D. degree is awarded
- have complied with any other university or Health Professions Division graduation requirements

Degrees are not awarded solely upon the completion of any prescribed number of courses or upon passing a prescribed number of examinations but, in addition, when the faculty believes that the student has attained sufficient maturity of thought and proficiency. Matriculation and enrollment do not guarantee the issuance of a degree without satisfactorily meeting the aforementioned curriculum and degree requirements.

PREDOCTORAL CLINICAL EDUCATION

A predoctoral student enrolled at Nova Southeastern University College of Dental Medicine is not a licensed dentist and, therefore, is legally and ethically not permitted to independently practice dentistry. A student may be involved in the care of a patient, but only under the direct supervision of a clinical faculty member. The attending dentist is responsible for the dental care of the patient and for countersigning all orders, progress notes, and chart notations written by the student. A student may not administer therapy or medication, unless under the direct supervision of a clinical faculty member.

To be eligible for clinical assignments, students must have successfully completed and passed all preparatory courses, including but not limited to certification in Basic Life Support and instruction in Occupational Safety and Health Administration (OSHA) requirements for bloodborne disease precautions, infectious waste disposal, and standard precautions. Students must have health insurance. Furthermore, students must have received all required immunizations and related testing. Documentation of this information must be on file with the college's Office of Clinical Affairs prior to entering clinical training.

A. Responsibilities and Duties

Students in clinical training will be responsible at all times to their clinical supervising faculty and the director of clinics. In addition, all students will be expected to comply with the general rules and dental ethics established by the American Dental Association and Nova Southeastern University College of Dental Medicine. A professional demeanor is essential at all times. Students should communicate any problems or difficulties related to their clinical training to their supervising faculty and/or the director of clinics.

Although predoctoral students are assigned patients to treat, it is the students' responsibility to ensure that these patient assignments will be sufficient for them to complete their clinical requirements.

B. Title

Predocotoral students will use the title *student doctor* when working with patients.

CODE OF BEHAVIORAL CONDUCT

A. Code of Behavioral Conduct

The College of Dental Medicine's Code of Behavioral Conduct does not replace or take precedence over the Nova Southeastern University Code of Student Conduct. Students are required to know and adhere to both the college's and the university's codes.

The dean of Nova Southeastern University College of Dental Medicine has established the following Code of Behavioral Conduct, which shall apply to all predoctoral students enrolled in the college.

- Students enrolled at Nova Southeastern University College of Dental Medicine are expected to adhere to behavior consistent with the high standards of the dental profession. Compliance with institutional rules and regulations as well as city, state, and federal laws is expected.
- Dental students shall act honorably, ethically, and in a professional manner. Dishonesty, unethical actions, or other designated inappropriate conduct shall not be tolerated. It is not possible to enumerate all forms of inappropriate behavior that would raise serious questions concerning a student's ability to continue in the academic program or to practice after graduation.

The following, however, are the general rules and policies that shall apply to all students:

1. Academic Dishonesty

The college holds its students to the highest standards of intellectual integrity.

Therefore, the attempt of any student to pass any examination by improper means, submit work that the student has not authored, or aid and abet any other student in any dishonest academic act, or having direct knowledge of such without reporting it, may subject the offending student to a meeting before the Student Ethics Committee (SEC) and subsequent dismissal from the college.

Students shall be afforded the opportunity for an internal and private (i.e., no nonuniversity participants) meeting with the SEC in matters relevant to academic dishonesty.

2. Examination Procedures

- a. All tests, quizzes, and examinations, hereafter referred to as exams, will be proctored by the course director or a full-time faculty member designated by the course director to proctor the exam.
- b. At the start of each exam, the faculty proctors will announce that
 - academic dishonesty will not be tolerated
 - appearance of cheating will be treated as cheating
- c. Faculty and other designated proctors will monitor the exam at all times. Any student having the appearance of engaging in an act of academic dishonesty will
 - have their paper removed
 - receive a 0 for that particular exam
 - be referred to the associate dean of academic affairs
- d. Any referral for academic dishonesty by a student will be investigated. If the referral is substantiated, a record of the violation will be maintained in the Office of Student Affairs.
 - If no other substantiated allegations regarding academic dishonesty are made during a student's career, the record of the violation will be destroyed when the student graduates.

- If a second substantiated allegation occurs, a permanent comment documenting the two incidents of academic dishonesty will be placed in the student's permanent record. Additionally, the dean will not endorse postdoctoral program applications of students who have two substantiated allegations of academic dishonesty on their record.
 - It is also important to note that a second substantiated allegation of academic dishonesty may result in the student's dismissal from the College of Dental Medicine.
- e. Any student, faculty member, or staff member who knowingly or directly observes academic dishonesty is obligated to report this observation. Failure to report any such observation or refusal to participate in an investigative proceeding may constitute a violation of the Code of Behavioral Conduct.

3. Predoctoral Student Attendance Policies

College of Dental Medicine policy, approved by the dean and faculty, states that **100 percent attendance is required** in class, laboratory sessions, assigned clinical sessions, and clinical rotations.

a. Policy Regarding Excused Absences from Class, Laboratory, Clinic, or Clinical Rotations

- Any requests for excused absences must be submitted in writing (with documentation) to the responsible course directors and/or supervising faculty for that clinical session. Each course director and/or supervising faculty member will make the final decision regarding the granting of an excused absence for their particular course, clinic session or clinical rotation.
- Certain special circumstances that warrant extended leaves of absence may require the course directors and/or clinic director to consult with the Office of Academic Affairs. These include, but are not limited to
 - maternity leaves of absence
 - student externships
 - educational meetings authorized by the dean
- For any absence, whether excused or unexcused, the student is responsible for making up all work that is missed.
- In the event of an excused clinical absence, the first excused absence in a semester for a clinical session does not need to be made up. For all subsequent excused absences in a semester, students must attend one make-up session for each clinical session missed.
- All excused absences in a semester for a clinical rotation must be made up by attending one make-up session for each session missed.

b. Policy Regarding Unexcused Absences

It is important to note that the academic year consists of three semesters—fall, winter, and summer.

i. Unexcused Absences from Class and Laboratory Sessions

For each course, unexcused absences will be treated as follows:

- one unexcused absence/semester—no grade penalty
- two unexcused absences/semester—five point reduction in final course grade
- three unexcused absences/semester—ten point reduction in final course grade
- four or more unexcused absences/semester—automatic course failure, maximum grade of 70 percent after successful remediation.

ii. Unexcused Absences from Clinic

For each clinical session, unexcused absences will be treated as follows:

- one unexcused absence/semester—no penalty
- two unexcused absences/semester—two make-up sessions for each session missed
- three unexcused absences/semester—two make-up sessions for each session missed
- four unexcused absences/semester—one week (10 sessions) added at the end of the semester
- five unexcused absences/semester (D3 students only)—one month (40 sessions) added at the end of the semester
- five unexcused absences/semester (D4 students only)—one month (40 sessions) added at the end of the academic year, will not graduate with the class and will not be approved to take state boards or to start any postdoctoral programs
- six or more unexcused absences/semester—results in **automatic suspension, and repeat of entire didactic and clinical D3 or D4 year with full tuition, without waiver of any completed courses**

iii. Unexcused Absences from Clinical Rotations

For each clinical rotation, unexcused absences will be treated as follows:

- one unexcused absence/semester—ten point reduction in final grade for rotation. If rotation is pass/fail, three make-up sessions for each session missed.
- two unexcused absences/semester—automatic failure in the rotation, maximum grade of 70 percent or P (if pass/fail) after successful remediation.

4. Classroom Behavior

Talking during lecture to those nearby is disturbing to others who desire to hear the lecture. The use of computers, telephones, or other electronic equipment for noneducational purposes during lectures is considered unprofessional conduct and is disruptive to the learning environment. The instructor may dismiss anyone from any class who is involved in disruptive behavior.

5. Dress Code

Students must maintain a neat, clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the main campus, or at any off-campus educational site for any school-related activity.

The dress code is to be maintained **at all times** in the administration building, classrooms, laboratories, and all areas involved in providing patient care. Those failing to comply may be dismissed from the campus, resulting in an unexcused absence for the day.

Questionable or disputed cases of dress or grooming shall be presented to the director of the Office of Student Affairs, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action.

For all students, a white clinic jacket and university-issued identification badge must be worn at all times, in addition to the acceptable professional attire noted below.

For all predoctoral dental students:

Each predoctoral dental class level (i.e., D1, D2, D3 and D4) is assigned a different colored matched scrub set by the dean of the College of Dental Medicine. Students are required to wear their design-

nated scrub set whenever they are on campus for educational purposes (i.e., when they attend didactic courses, laboratory courses, and/or clinic), or at any off-campus educational site for any CDM-, HPD-, or university-related activity. In addition, students must wear a white clinic jacket whenever they are not in the laboratory or clinic.

Approved footwear includes closed-toe shoes or sneakers that are clean and in good condition. For certain special events, students may be permitted to dress in appropriate business attire.

Students may not wear the following:

- shorts or cutoffs
- miniskirts (higher than mid-thigh)
- jeans
- see-through clothing or halter tops
- sandals or flip-flops
- T-shirts (as the outer shirt)
- jogging or exercise clothing
- hats, caps, or head coverings, unless of a religious nature
- garments with any offensive, obscene, or unprofessional statements or gestures

6. Failure to Report a Violation

Every member of the College of Dental Medicine community (i.e., students, administrators, faculty members, employees) has the duty to report a student violation of the Code of Behavioral Conduct to the Student Ethics Committee whenever it is felt that a substantial breach of the code has occurred. Failure to report a violation of the code is itself a violation. All members of the college community have an affirmative duty to participate in the inquiry or investigative complaint process.

7. Food and Beverage

Food and drink are not permitted in auditoriums, laboratories, clinics, or in the library.

8. Illegal, Inappropriate, and Unprofessional Behavior

No student shall display disorderly conduct; public intoxication; or lewd, indecent, or obscene behavior on the campus or at any college-sponsored or supervised function/event.

No student shall consume or possess alcoholic beverages in any form on HPD-controlled property.

No student shall intentionally or recklessly endanger or threaten the mental health, physical health, or well-being of any other member of the college community or any visitor to the campus.

B. Student Ethics Committee (SEC)

1. Purpose and Responsibilities

The purpose of the Student Ethics Committee is to

- address problems related to alleged student violations of the College of Dental Medicine's Code of Behavioral Conduct or any regulation, policy, behavioral code, or academic code of the college and/or Nova Southeastern University; specifically, the SEC addresses issues regarding any predoctoral or postdoctoral student's professionalism, ethics and behavior
- recommend appropriate disciplinary actions to the dean (see section on Disciplinary Sanctions in this *Student Handbook*)

The SEC shall also have the nonexclusive responsibility and authority to deal with matters of an academic or a behavioral nature including, but not limited to, the nonexclusive authority to evaluate all charges of student misconduct, whether academic, moral, professional, or ethical. Procedures related to alleged Code of Behavioral Conduct violations by students are described in the section on Policies and Procedures for Alleged Code of Behavioral Conduct Violations in this *Student Handbook*.

2. SEC Membership

The SEC membership shall include predoctoral and postdoctoral students, as well as an SEC chair from the College of Dental Medicine's student body, all appointed by the dean. In addition, the associate dean of academic affairs will serve as the committee's non-voting faculty adviser, and will review the progress of all predoctoral and postdoctoral students referred with alleged Code of Behavioral Conduct violations. The SEC will consist of voting members only.

C. Policies and Procedures for Alleged Code of Behavioral Conduct Violations

1. General Information

Any member of the College of Dental Medicine community may file a written complaint with the associate dean of academic affairs regarding alleged specific student violations of the Code of Behavioral Conduct.

During the period of time of any disciplinary action, except dismissal, the student may be directed to comply with the specific requirements intended to rehabilitate or monitor the student. These requirements may include counseling, auditing one or more courses, medical treatment, preparing scheduled reports, or any other requirement intended to rehabilitate the student and/or to ensure that the student is able to continue with his or her education without further monitoring.

Records of suspension, dismissal, or leave of absence, and the date of each determination, shall be placed in the student's permanent records.

As stated previously, the Student Ethics Committee shall have nonexclusive authority to evaluate all alleged student violations of misconduct, whether academic, moral, professional, or ethical. Exceptions to this authority include, but are not limited to, the following:

- Nothing shall limit the right of Nova Southeastern University College of Dental Medicine to immediately remove a student from the college who has been accused of a violent act or threat, or any act that constitutes a violation of state, local, or federal criminal law subject to further proceedings consistent with these rules. A student who has been removed from the college shall not return until given permission to do so by the dean.
- Nothing shall prevent the dean from taking action deemed necessary, including removing a matter from the SEC's consideration whenever, in the dean's judgment, such action may prevent harm to the health, safety, and welfare of any individual, to school property, or to the integrity of the educational process.
- Nothing shall limit the right of the college or any of its representatives or students to file a report with any law enforcement or civil agency.

2. Student Ethics Committee Meeting Protocols and Process:

Alleged Code of Behavioral Conduct Violations

Proceedings to determine whether a student has violated the College of Dental Medicine's Code of Behavioral Conduct or any regulation, policy, behavioral code, or academic code of the college and/or Nova Southeastern University shall conform to the following protocols and process:

When informed of an alleged violation by the associate dean of academic affairs, the chair of the SEC will call a meeting of the committee and notify the charged student(s). The student(s) shall receive at least five business days (excluding official school holidays and weekends) written notice of the time, place, and subject of the meeting. Legal representation or any other form of representation is prohibited during the hearing. In any matter related to student violation of the Code of Behavioral Conduct, communications will be limited to individuals on a "need to know" basis. The College of Dental Medicine will use mechanisms and processes for maintaining the confidentiality of the matter.

If necessary, the student(s) will provide the chair with a list of any witnesses he or she may have, in writing, no later than two business days before the meeting date. The student(s) will be responsible for ensuring the presence of his or her witness(es).

Any witness(es) will be called in individually to be questioned and to provide any statements. Witness(es) may be asked to remain outside the meeting room for later recall. The student(s) will not be present during the questioning of any witness(es).

The student(s) will be given the opportunity to present his or her statements to the committee. The student(s) will only be present during his or her statements and to respond to any questions from the committee.

The chair will dismiss the student(s) and any witness(es), and close the meeting for discussion.

At the conclusion of the discussion, the committee shall make a recommendation to the dean. The various disciplinary actions that may be recommended by the committee are reprimand, censure, restitution, probation, suspension, and dismissal.

The dean shall review the committee's recommendation and the student shall then be notified of the dean's decision via certified mail (return receipt requested), or this notification will be hand-delivered to the student with documentation of receipt.

All participants in these proceedings are cautioned to maintain the highest degree of confidentiality and integrity (consistent with the university's policy, practice, and procedure) throughout the committee's investigatory and deliberatory sessions as well as after the conclusion of the proceeding. Violators may be subject to disciplinary action.

Any substantiated disciplinary records will be maintained in the student's permanent file.

ACADEMIC AND BEHAVIORAL DISCIPLINARY SANCTIONS

A. Disciplinary Sanctions

1. Reprimand

A reprimand is an oral or written notification to the student that continuation of repetitive wrongful conduct may result in more severe disciplinary penalties. Whether the reprimand is oral or written, it is recommended that the student sign a document in which the reprimand is explained and a copy of the document be given to the student as well as placed in the student's file.

2. Censure

A censure is a written reprimand for a violation of specific rules with the warning that any other violation(s) of the Code of Behavioral Conduct, within a stated period of time, may be cause for more severe disciplinary penalties.

3. Restitution

Restitution is payment of a specific sum of money to an injured party and/or performance of specified rehabilitative services within a stated period of time.

4. Probation

Probation is defined as a trial period during which a student has the opportunity to demonstrate that he or she can academically redeem failing grades or can effectively cease behavioral misconduct.

Probation can be for the remainder of a current term or may be for the remainder of the time the student is enrolled at Nova Southeastern University College of Dental Medicine.

When a student is placed on probation, he or she will be notified by the associate dean of academic affairs and documentation will be placed in the student's file. Additionally, a notation regarding this probationary status may be included on the student's official academic transcript. While on probation, a student's participation in extracurricular or other student activities may be restricted by the dean if he feels that such participation could adversely impact the student's academic progress. A student on probation may also be prohibited from holding office in any Nova Southeastern University organizations, clubs, fraternities, or sororities. Students may also be prohibited from being elected to any honorary or other school organizations. Participation in any restricted activities by a student on probation is a violation of the probationary period.

Students must comply with the following guidelines when placed on probation for academic and/or disciplinary reasons:

- a. During probation for academic reasons, the student cannot incur any additional failures. However, during the probationary period the student is permitted to remediate prior failing grades. Any additional failures while on probation may result in actions being taken up to and including the student's dismissal.
- b. During probation for disciplinary reasons, the student must especially show appropriate behavioral, professional, and personal good conduct as defined in the conditions of his or her probation. Additionally, the student is required to refrain from any further violation of the Code of Behavioral Conduct and may be required to perform community service or comply with any other requirements intended to rehabilitate the student.

If, while on probation, the student violates the terms of his or her probation, actions may be taken up to and including dismissal from the College of Dental Medicine.

The SPC may make a recommendation to the dean to place a student on probation when

- a student is maintaining two or more concurrent failures in classroom/laboratory/clinical courses
- a student has not remediated failures in a timely manner, is repeating a course, is repeating an entire academic year, or is otherwise not making satisfactory progress toward meeting degree requirements
- it is believed that a student has failed to achieve sufficient maturity of thought or professionalism

The SEC may make a recommendation to the dean to place a student on probation when

- a student is responsible for a violation of local, state, or federal laws, rules, or ethical codes, including codes that govern the dental profession and its members, or Nova Southeastern University
- it is believed that a student has failed to achieve sufficient maturity of thought or professionalism

Once the student has corrected all academic and/or behavioral deficiencies, the SPC and/or SEC may recommend to the dean to remove the student from probation.

5. Suspension

Suspension bars a student from attending school for a defined period of time if, in the opinion of the dean, the student has not attained a satisfactory academic level or has deviated significantly from the academic standards and/or standards of behavior established by the College of Dental Medicine. A suspended student will be removed from the academic enrollment with revocation of all other privileges and activities, including the privilege of entering the campus for a specified period of time. A student who chooses to appeal a suspension must do so within 10 business days (excluding official school holidays and weekends) from the date of suspension. While appealing a suspension, a student may continue to attend classes and take all examinations in the usual manner.

Suspension is included in the calculation of the five-year time limit for completing all predoctoral graduation requirements.

6. Dismissal

Dismissal is the permanent termination of a student's academic enrollment. As with all disciplinary actions, the dean is responsible for imposing this recommendation. A predoctoral student who chooses to appeal a dismissal must do so within 10 business days (excluding official school holidays and weekends) from the date of dismissal. While appealing a dismissal, a student may continue to attend classes and take all examinations in the usual manner.

The reasons for which a predoctoral student may be dismissed from the College of Dental Medicine (CDM) include, but are not limited to

a. failure of

- a total of four or more classroom/laboratory/clinical courses during any one academic year, regardless of whether or not the student has successfully remediated any of these course failures
- a total of six or more classroom/laboratory/clinical courses during the entire term of a student's predoctoral program, regardless of whether or not the student has successfully remediated any of these course failures

b. if a student does not successfully remediate all course failures prior to the beginning of the fall semester of the next academic year [i.e., if the student fails a course remediation(s) or does not complete remediation of a failed course(s)]

c. if a student repeats a failed course and fails the course again

d. if a student repeats an academic year and fails one or more courses during that year

e. if a student fails a total of two or more clinical courses, including clinical rotations, during the entire term of his or her predoctoral program, regardless of whether or not the student has successfully remediated any of these course failures

f. if a student fails one or more courses while on probation or otherwise violates the terms of a probationary period

- g. if a student exceeds the five-year time limit for completing all graduation requirements, exclusive of any approved leave of absence in good standing
- h. if, in the opinion of the dean, circumstances of a legal, moral, behavioral, ethical, or academic nature warrant such action
- i. if the dean determines there are factors that would interfere with or prevent the student from practicing the highest quality of dental medicine

B. Admission Policy for Students Who Have Previously Withdrawn or Been Dismissed

If a student is dismissed or withdraws from the College of Dental Medicine, he or she may not reapply for admission for a class starting less than 12 calendar months after the date of dismissal or withdrawal. Additionally, he or she may only apply as a first-year predoctoral student. In order to be considered for admission, the candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal or withdrawal have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if admitted.

Any applicant applying for admission must do so through the admissions office of the Health Professions Division and must follow the same procedure as any other candidate for admission. Admission will be solely at the discretion of the dean, as are all admissions. The student's prior academic record will remain part of his or her overall academic record and will be recorded on the permanent transcript. If admitted, none of the student's prior grades will be used in calculating his or her new grade point average.

GRIEVANCES AND APPEALS

A. Non-grading Related Grievance(s)

All students have the right to seek redress of a grievance with immunity from disciplinary action or retaliation, consistent with local, state, and federal law. For a student to address a grievance such as harassment between students or policy clarification, he or she must use the following procedures:

1. The student will present the grievance to the director of the Office of Student Affairs, who will meet with the student to hear the grievance.
2. If a satisfactory solution cannot be achieved, the student will be advised to prepare a written, signed request, setting forth the grievance and, depending on the nature of the grievance, requesting a hearing with either the SPC or SEC.
3. Copies of appropriate and relevant documentation must be appended to this request, which will include a statement to redress the student's grievance.
4. The student will submit the request to the director of the Office of Student Affairs, who will present it to the chairperson of the SPC or SEC.
5. The chairperson of the SPC or SEC shall convene a meeting of the appropriate committee after receipt of the written request.
6. The student will be notified in writing at least five business days (excluding official school holidays and weekends) in advance of the date, time, and place of the meeting.

7. The meeting shall be internal, private, and closed to nonuniversity persons. Nonuniversity personnel are not available for consultation during these meetings. Legal representation or any other form of representation is prohibited during the hearing. At the meeting of the SPC or SEC, the student will be afforded a full and fair opportunity to present the grievance and to respond to relevant questions posed by members of the committee.
8. The committee will, after deliberation, make a recommendation to the dean.
9. Following receipt of the committee's recommendation, the dean or his designee will advise the student, in writing, of the action taken to resolve the grievance.
10. If the student is still not satisfied, he or she may request an additional review by the Nova Southeastern University College of Dental Medicine (NSU/CDM) Appeals Board. This request must be made in writing and delivered to the dean within 10 business days (excluding official school holidays and weekends) of the date of the letter advising the student of the grievance resolution. The request must specify additional relevant facts that were not presented to the SPC or SEC and must state the specific redress desired.

The NSU/CDM Appeals Board will then conduct a review (see section on Appeals Board in this *Student Handbook*).

The decision of the Appeals Board shall be final with no further recourse or available appeal.

B. Appeals Policy for Grading Disputes

Matters regarding grading disputes shall include all concerns related to specific grades received or the processes by which grades are determined. In all appeals regarding a grading dispute, the decision of the dean is final.

A student who has difficulty in negotiating the grading dispute appeals process may seek guidance from the college's associate dean of academic affairs.

1. Classroom (Didactic) and/or Laboratory Grade

A predoctoral student seeking to appeal a decision regarding a classroom (didactic) and/or laboratory grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. course instructor
- b. course director
- c. department chair
- d. associate dean of academic affairs
- e. CDM dean (final level of appeal)

A student seeking to resolve a classroom (didactic) and/or laboratory grade problem or complaint through the administrative channels cited above must initiate such action in writing within 10 business days (excluding official school holidays and weekends) from the date that the grade was recorded at the registrar's office. Review of a student grade problem or complaint at each administrative level will be carried out as expeditiously as possible. If the student is not satisfied with the decision, he or she may appeal to the next administrative level.

If the student chooses to continue the appeal, this must be done in writing within 10 business days (excluding official school holidays and weekends) of the date the decision was rendered. No administrative grade changes will be accepted 30 days after the grade was recorded.

2. Clinical Course/Rotation Grade

A predoctoral student seeking to appeal a decision regarding a clinical course/rotation grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. clinical course director or rotation director
- b. CDM department chair
- c. associate dean of academic affairs
- d. CDM dean (final level of appeal)

A student seeking to resolve a clinical course/rotation grade problem or complaint through the administrative channels cited above must initiate such action in writing within 10 business days (excluding official school holidays and weekends) from the date that the grade was recorded at the registrar's office. Review of a student grade problem or complaint at each administrative level will be carried out as expeditiously as possible. If a student is not satisfied with the decision, he or she may appeal to the next administrative level.

If the student chooses to continue the appeal, this must be done in writing within 10 business days (excluding official school holidays and weekends) of the date the decision was rendered. No administrative grade changes will be accepted 30 days after the grade was recorded.

C. Appeals Board

1. Appeals Board Hearing Guidelines

The student appeals hearing is an informal proceeding. No rules of evidence will be used. The hearing shall be internal, private, and closed to nonuniversity persons. Nonuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the Appeals Board hearing is prohibited. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Dental Medicine (CDM).

2. Appeals Board Responsibilities

The Appeals Board will hear all predoctoral and postdoctoral student appeals of decisions made by the dean of the CDM relating to either dismissal or other disciplinary actions as defined in this *Student Handbook*. If a student appeals the decision of the dean, the appeal must be in writing and submitted in person to the chair of the Appeals Board within 10 business days (excluding holidays and weekends) after the date of receiving notification of the dean's decision. Any appeals not submitted to the chair of the Appeals Board within this time frame shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought.

3. Appeals Board Membership

The Appeals Board membership shall consist of the chancellor of the Health Professions Division or his designee, as well as five faculty members, one predoctoral student, one postdoctoral student, and an Appeals Board chair from the college faculty, all appointed by the dean.

4. Appeals Board Hearing Protocol

The following protocol applies to Appeals Board hearings involving appeals by **predoctoral** students:

The director of the Office of Student Affairs and, depending on the nature of the appeal, the chair of the Student Progress Committee (SPC) or Student Ethics Committee (SEC) will attend hearings involving appeals by predoctoral students, but will not participate during the vote of the board's decision. These individuals shall therefore be nonvoting, ex officio board members, shall serve only in an

advisory capacity, and may be present throughout the entire hearing. Additionally, the predoctoral student member of the Appeals Board shall attend these hearings and will participate during the board's vote as a voting member.

The Appeals Board hearing will proceed under the direction of the chair.

The student will be notified at least five business days (excluding official school holidays and week-ends) in advance of the date, place, and time of the hearing via certified mail (return receipt requested) to the student's last known official address, or this notification will be hand-delivered to the student with documentation of receipt. After this notification is received, the student must then inform the Appeals Board chair that he or she has received notice. Any student who fails to appear at the designated date and time will automatically waive his or her right to appeal.

A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership, including the chair.

The student will provide the Appeals Board chair with a list of any witnesses he or she may have, in writing via certified mail or hand-delivery, by no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the dean, the SPC, or the SEC will be considered.

The student will be present only during his or her testimony.

Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witness(es) or with the student.

The Appeals Board may question any witness(es) present during the hearing.

The Appeals Board will have the option of calling more witness(es). The student shall not be present during the questioning of any witnesses.

5. Appeals Board Hearing Process

- a. The chair will convene the hearing with only board members present.
- b. The chair will advise the board members of the charge(s) and the dean's decision, review the evidence, respond to any questions, and provide an opportunity for any additional input from ex officio members.
- c. Witnesses will be called individually by the board and questioned without the student being present.
- d. Witnesses may be asked to remain outside the hearing room for later recall or may be dismissed at the board's discretion.
- e. When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.
- f. The chair will introduce the student to the board members.
- g. The student will have an opportunity to present his or her appeal, provide statements and evidence in defense of the alleged violation(s), appeal the degree of disciplinary action, summarize his or her position, and respond to any questions from the board members.
- h. The chair will then dismiss the student from the hearing.

- i. The board members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The board may delay the vote if it determines that additional information or facts are needed before a vote.
- j. The chair will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

6. Notification of the Appeals Board Decision

The decision of the Appeals Board will be forwarded in writing by the chair to the dean. The student will then be notified by the associate dean of academic affairs of the Appeals Board's decision via certified mail (return receipt requested) to the student's last known official address, or this notification will be hand-delivered to the student with documentation of receipt.

All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

RELATED EDUCATIONAL PROGRAMS

D.M.D./M.B.A. Program

A doctor of dental medicine (D.M.D.)/master of business administration (M.B.A.) dual degree is available to students who are in good academic standing and have completed the first semester of their first year in the predoctoral program. The H. Wayne Huizenga School of Business and Entrepreneurship administers the M.B.A. degree. Students may contact the Huizenga School program representative for details about this program. Final decisions regarding a predoctoral student's participation in this dual degree program are at the dean's discretion.

D.M.D./M.H.L. Program

Students in good academic standing matriculated at the College of Dental Medicine may, with the permission of the dean, apply for admission to the Nova Southeastern University Shepard Broad Law Center for the 30-credit master of health law (M.H.L.) program. This program, which is available to students who have completed their first year in the predoctoral program, is designed to prepare future dentists to identify legal issues within their health professional responsibilities. The program will provide students with in-depth knowledge of the laws and regulations governing dental care and health professional practice. Students who complete the D.M.D./M.H.L. dual degree also will be uniquely qualified for leadership positions in managed health care environments, as well as other organizations and programs that continue to evolve in the complex world of health care.

D.M.D./M.P.H. Program

An academic track leading to the master of public health (M.P.H.) degree combines specialized knowledge in public health with the doctor of dental medicine curriculum. This combined program, which will enhance students' career prospects in government and private health care enterprises, will require 6 to 12 months of additional study beyond the four years needed for the D.M.D. degree. With the dean's permission, predoctoral students may apply for this program upon successful completion of the first dental school year.

Appendix



Appendix A

Controlled Substances—Uses and Effects

Narcotics	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine	II, III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected	see above	see above	see above
Codeine	II, III, V	Tylenol with codeine, Empirin with codeine, Robitussin A-C, Fiorinal with codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected	see above	see above	see above
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked	see above	see above	see above
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected	see above	see above	see above
Other Narcotics	I, II, III, IV, V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin*	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected	see above	see above	see above

*Not designated a narcotic under the CSA.

Depressants	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II, III, IV	Anytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Moderate	High-Moderate	Yes	1-16	Oral	see above	see above	see above
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral	see above	see above	see above
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral	see above	see above	see above
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral	see above	see above	see above
Other Depressants	III	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral	see above	see above	see above

Cannabis	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Marijuana	I	Pot, Grass, Acapulco Gold, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I, II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above

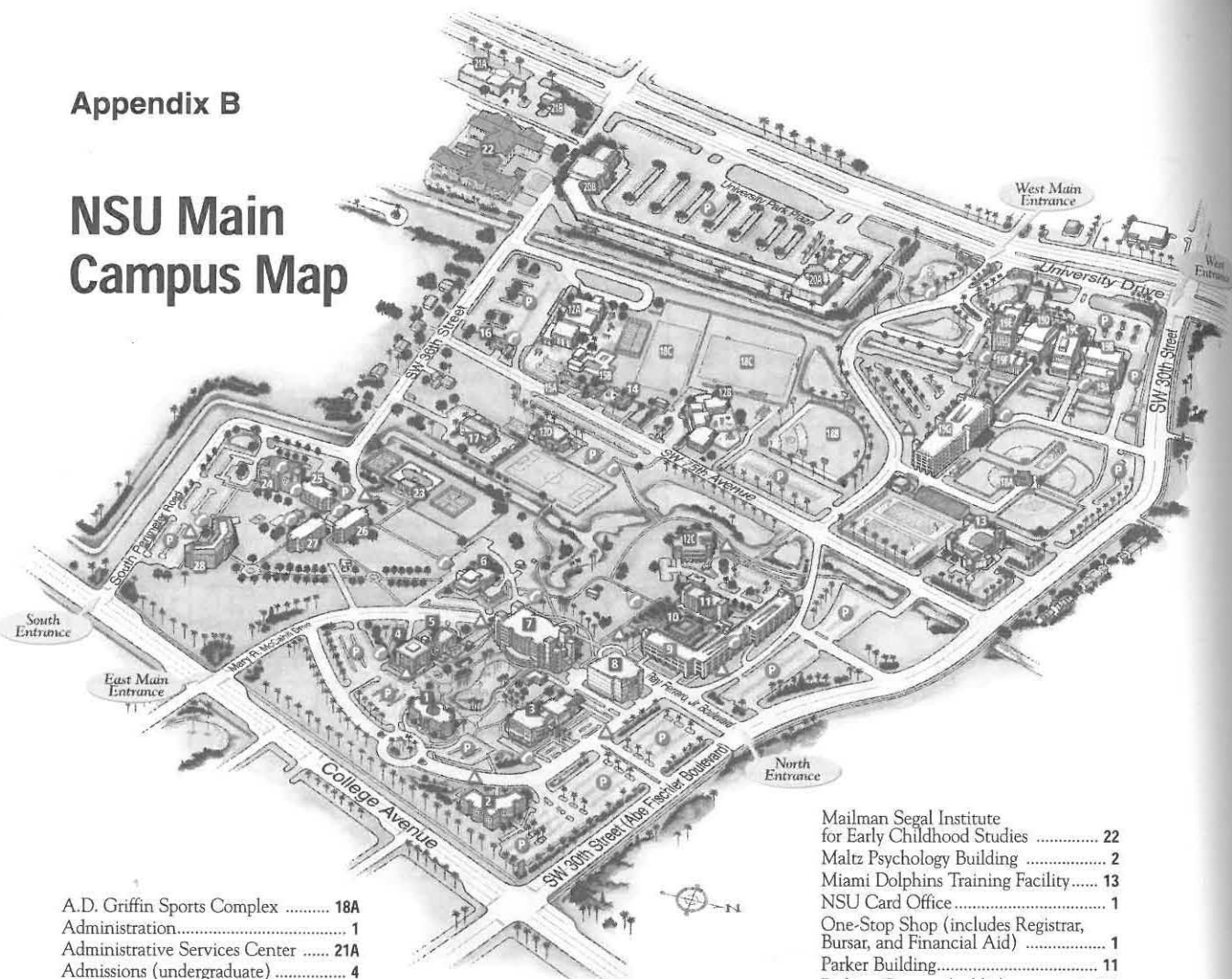
Stimulants	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Cocaine**	II	Coke, Flake, Snow, Crack, Big C, Blow, Lady, Rock	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected	see above	see above	see above
Other Stimulants	III, IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Pepanil, Prelu-2	Weight control	Possible	Moderate	Yes	2-4	Oral, injected	see above	see above	see above

**Designated a narcotic under the CSA.

Hallucinogens	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8–12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer and more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8–12	Oral	see above	see above	see above
Amphetamine Variants	I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected	see above	see above	see above
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Phencyclidine Analogues	I	PCP, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed	see above	see above	see above

Appendix B

NSU Main Campus Map



A.D. Griffin Sports Complex	18A
Administration.....	1
Administrative Services Center	21A
Admissions (undergraduate)	4
Alumni Relations.....	1
Alvin Sherman Library, Research, and Information Technology Center....	7
ATMs	6, 7, 19E
Baudhuin Preschool	22
Bookstore	6
Bursar's Office.....	1
Business Services	1
Cafeteria	6, 19E
Campus Pharmacy	19B
Career Services	7
Carl DeSantis Building (Business School).....	8
Center for Psychological Studies	2
Central Services Building	17
College of Allied Health and Nursing	19E
College of Dental Medicine	19A
College of Medical Sciences	19E
College of Optometry	19E
College of Osteopathic Medicine	19E
College of Pharmacy	19E
Community Mental Health Center	2
Center for Continuing and Professional Studies	20B
Computer MicroLabs..	7, 11, 19C, 19F, 20A
Copy Center	7, 21A
Cultural Living Center	24
Development	1
Dining Halls	6, 19E
Executive Offices	1
Eye Institute	19B
Facilities Management.....	1
Family Programs	22

Farquhar College of Arts and Sciences (undergraduate)	4, 11
Farquhar Residence Hall	27
Financial Aid	1
Financial Operations	1
Flight Deck.....	6
Founders Residence Hall	26
Graduate School of Computer and Information Sciences	8
Grants and Contracts (2nd floor)	20A
Hearing and Balance Clinic	21B
Horvitz Administration Building	1
HPD Administration (Health Professions Division)	19E
HPD Admissions	19E
HPD Library	19C
Human Resources	1
H. Wayne Huizenga School of Business and Entrepreneurship	8
Information Technologies	4
Institute for Learning in Retirement	20A
International Students.....	1
Jim & Jan Moran Family Center Village	22
Legal Affairs	1
Leo Goodwin Sr. Hall (Law Center)....	3
Leo Goodwin Sr. Residence Hall	28
Licensure and State Relations (2nd floor)	20A
Mail Center	21A
Mailman-Hollywood Building.....	4

Mailman Segal Institute for Early Childhood Studies	22
Maltz Psychology Building	2
Miami Dolphins Training Facility	13
NSU Card Office.....	1
One-Stop Shop (includes Registrar, Bursar, and Financial Aid)	1
Parker Building.....	11
Parking Garages (public)	9, 19G
Physical Plant	17
President's Office	1
President Emeritus Office	20A
Public Affairs	1
Publications	17
Public Safety	11, 17
Purchasing	1
Recreation and Wellness	23
Recreation Facilities.....	23
Registrar's Office	1
Residential Life and Housing	28
Rosenthal Student Center.....	6
Sanford L. Ziff Health Care Center	19B
Science Annex.....	10
Shepard Broad Law Center	3
Student Affairs	6
Student Government Association	6
Telecommunications	20A
Terry Administration Building	19E
The Knight Newspaper	11
University Archives	7
University Relations	1
University Research and Planning ..	20A
University School—Lower	12A
University School—Middle	12B
University School—Upper	12C
University School Sports Center	12D
Veterans Affairs	1
Vettel Residence Hall	25
Women's Resource Institute	16
WNSU Radio Station	6

Appendix C

Telephone Resources

Emergency Resources

NOVALERT(954) 262-8999
Ambulance/Davie Police9-911
Public Safety Office(954) 262-8981
Broward Crisis
Intervention Service.....(954) 463-0911
Davie Mental
Health Clinic.....(954) 262-5730
Davie Police—
Non-Emergency(954) 693-8200
Sexual Assault
Treatment Division.....(954) 765-4159
NSU Student Counseling ... (954) 262-7050

Departmental Listings

Athletics.....(954) 262-8250
Bursar's Office(954) 262-5200
Business Services.....(954) 262-8830
Call Center(954) 262-7401
Computer Support
HELP line.....(954) 262-4357
Dining Services.....(954) 262-5300
Financial Aid(954) 262-4031
Flight Deck and
Student Union.....(954) 262-7288
Information Technologies/
Media Services.....(954) 262-4920
Mail Services—Goodwin(954) 262-8875
Main Library(954) 262-4601
Microcomputer
Lab—Parker(954) 262-4949
NSU Bookstore.....(954) 262-4750
NSU Knight Newspaper(954) 262-8455
NSU Student Counseling ... (954) 262-7050
Office of Career Services(954) 262-7201
Office of the Dean of
Student Affairs(954) 262-7280
Physical Plant.....(954) 262-8800
Radio Station—WNSU(954) 262-8457

Recreation
and Wellness(954) 262-7301
Registrar(954) 262-7400
Residential Life
and Housing.....(954) 262-7052
Student Activities
and Leadership
Development.....(954) 262-7290
Student Development
and Special Events.....(954) 262-7283
Student Union and
Flight Deck.....(954) 262-7288
Travel Office(954) 262-8881
Volunteerism/
Community Service.....(954) 262-7297
Women's
Resource Institute(954) 262-8451

Centers, Colleges, and Schools

Center for
Psychological Studies.....(954) 262-5700
Farquhar College of
Arts and Sciences.....(954) 262-8000
Fischler Graduate School
of Education and
Human Services.....(954) 262-8500
Graduate School
of Computer and
Information Sciences.....(954) 262-2030
Graduate School
of Humanities and
Social Sciences.....(954) 262-3000
H. Wayne Huizenga
School of Business
and Entrepreneurship(954) 262-5000
Health Professions
Division(954) 262-1000
Oceanographic Center(954) 262-3600
Shepard Broad
Law Center.....(954) 262-6100



NOVA SOUTHEASTERN UNIVERSITY

Health Professions Division

College of Dental Medicine

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